

**BY ORDER OF THE COMMANDER
OFFICER TRAINING SCHOOL (AETC)**

OTS MANUAL 36-2202

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Personnel

**TRAINEE OPERATING PROCEDURES—
OFFICER TRAINING SCHOOL**

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This manual implements AFPD 36-22, *Air Force Military Training*, and applies to all OTS trainees and staff. It provides guidance for and standardizes Basic Officer Training (BOT), Commissioned Officer Training (COT), and Reserve Commissioned Officer Training (RCOT). Refer recommended changes and/or corrections to this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, through your chain of command. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61/afrims/afrims>.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed.

A Basic Officer Training (BOT) specific chapter and a Commissioned Officer Training (COT) specific chapter were added. Trainee privilege status naming and procedures standardization were increased between BOT and COT. Trainee reporting procedures were changed to more closely align with operational AF procedures. Uniform guidance was updated to reflect the new Air Battle Uniform.

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Chapter 1

GENERAL PROCEDURES

1.1. Class Status and Trainee Designation. References to "trainee" or "officer trainee" in this manual refer to trainees assigned to Basic Officer Training (BOT), Commissioned Officer Training (COT), and Reserve Commissioned Officer Training (RCOT). BOT trainees are assigned the rank of "Officer Trainee" (OT), and will be addressed as such (Example: OT Smith). COT trainees will be addressed according to their officer rank. Table 1.1 depicts the various class status designations within OTS.

Table 1.1. Class Status Breakdown

| BOT | COT/RCOT |
|------------|-----------------|
| Fourth | Fourth |
| Third | Third |
| Second | Second |
| Third Lt | First |

1.1.1. BOT Fourth- and Third-Class trainees may also be referred to as "Lower-Class" trainees. BOT Second-Class and Third Lieutenant trainees may also be referred to as "Upper-Class" trainees.

1.1.2. Class status changes as dictated by the applicable Squadron Commander or designated representative.

1.2. Customs and Courtesies

1.2.1. Salutes. The salute is one of the oldest military traditions. It is a courtesy exchanged between members of the armed forces as both a greeting and a symbol of mutual respect. The uniform hat is worn and salutes are rendered in all outdoor areas on Maxwell AFB, unless specifically indicated otherwise. Although inappropriate at certain times, **it is never incorrect to salute a senior officer outdoors as a courtesy and a greeting.** Do not salute indoors unless formally reporting in to a staff member's office/cubicle or upon receiving an award at an awards ceremony. Do not salute when reporting to enlisted staff members.

1.2.1.1. In detail formations (two to four trainees), all will extend military courtesies as appropriate. In normal formations (5 or more trainees), the trainee in charge renders the military courtesies for the formation.

1.2.1.2. The junior individual initiates and holds the salute until the senior individual drops their salute. When saluting always give a verbal greeting, unless it will interrupt the senior individual.

1.2.1.3. In addition to saluting officers, trainees will exchange salutes as appropriate for their rank. Trainees of the same rank will not exchange salutes.

1.2.1.4. When encountering staff members who are wearing the OTS staff physical training (PT) uniform, trainees are not required to salute, but will render a verbal greeting.

1.2.1.5. Trainees will initiate the salute in time to allow the senior officer/trainee to return it, but not from such a distance as to hinder communication. To prescribe an exact distance for all circumstances is not practical, but good judgment indicates when salutes will be exchanged. (**NOTE:** A standard rule of thumb is to use the same distance prescribed for rendering a salute to the Colors—approximately six paces.) At no time will a trainee turn their upper body to salute someone behind them nor will they salute someone they approached from the rear. If marching, they will continue as needed. If stationary, they will use appropriate facing movements.

1.2.1.6. Trainees passing an officer engaged in conversation will render a salute but not interrupt with the greeting of the day. If the officer does not return the salute, the trainee will continue and then drop the salute once abreast of the officer.

1.2.1.7. If called to receive an award, proceed in a crisp, military manner and stand approximately one arm's length in front of the presenter. Extend the right hand and shake the presenter's hand while taking the award with the left hand. Then render a salute if the presenter is a commissioned officer. Exit the area in a crisp, military manner. If there are multiple award presenters, side step down the line repeating the same procedure of shake, take, and salute, unless the ceremony is indoors. If indoors, only salute the presenter of the award, but shake the hands of everyone else on the line.

1.2.1.8. Both on and off base, salute outdoors when in uniform unless encumbered. Make every effort to not be encumbered while marching. If this is unavoidable, give only the greeting of the day. If the senior individual is encumbered, the junior will still render a salute and wait for acknowledgement before dropping the salute.

1.2.2. No-Salute Areas. Saluting is not required in the following locations: assault/confidence course, Air & Space Expeditionary Force (AEF) exercise/BLUE THUNDER and Vigilant Warrior site, Baseline Expeditionary Leadership Problems (BELP)/Wingman Leadership Problem (WLP) site, Leadership Reaction Course (LRC)/Project X area, OTS track, the flickerball operation fields, and the covered area between bldg 1487 and the COT Addition. The drill pad, parade field, and PT areas are no-salute areas during instruction only. Upon completion of instruction all trainees will resume rendering salutes in these areas.

1.2.3. National Anthem during training/athletic events.

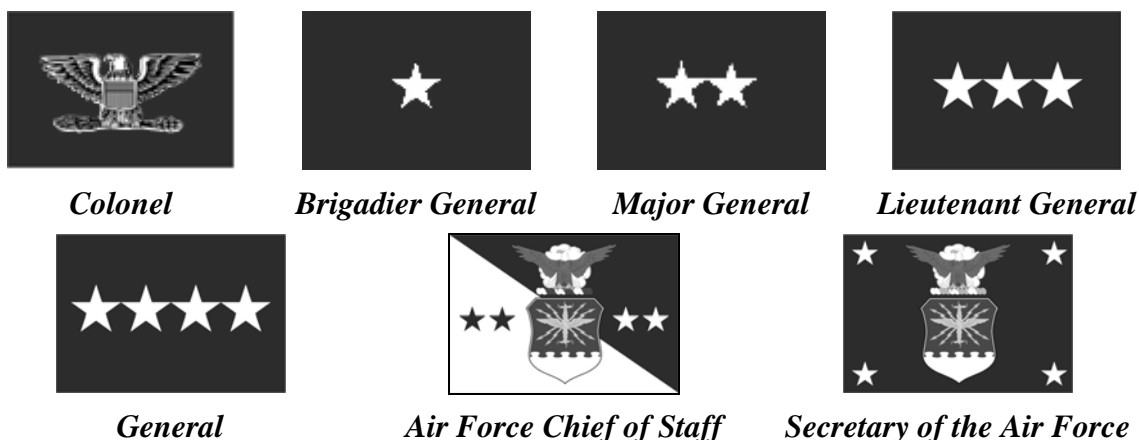
1.2.3.1. OTS staff and trainees will render proper customs and courtesies even if participating in scheduled training or athletic events. The only exceptions to this are if trainees and staff are actively participating in the LRC/Project X, Physical Fitness Baseline (PFB), Physical Fitness Diagnostic (PFD), Physical Fitness Assessment (PFA), or other events with trainees actively "encumbered" and staff actively engaged in safety-

spotting or evaluating performance. In these situations, safety and common sense should always prevail.

1.2.3.2. Personnel outdoors in uniform face the flag (if visible) or the music and assume the position of Parade Rest upon hearing the first note of “Reveille” or “Retreat”. If the flag is being raised during “Reveille”, face the flag and render a salute. Upon hearing the first note of “The National Anthem” or “To the Colors”, come to attention, face the flag (if visible) or the music and salute. Hold your salute until the last note of the music is played. When indoors, do not salute, stand at attention and face the flag. When in civilian clothes or PT uniform indoors or outdoors, come to attention and place your right hand over your heart. Saluting outdoors while in civilian clothes is permitted. Gentlemen will remove their hats.

1.2.4. Staff Vehicles. All trainees will render a salute to all properly marked staff vehicles (see Figure 1.1)

Figure 1.1. Staff Car Placards (NOTE: All placards have a blue background with silver insignia and/or full color image. The Chief of Staff placard has a white and blue background with blue and silver stars.)



1.2.5. Staff/Trainee Interaction.

1.2.5.1. When passing, addressing, or being addressed by OTS staff, the proper greeting of the day is ALWAYS given. The proper greetings of the day are defined by the time of day: “**Good Morning, Sir/Ma’am**” from 0000 until 1159, “**Good Afternoon, Sir/Ma’am**” from 1200 until 1659 and “**Good Evening, Sir/Ma’am**” from 1700 until 2359.

1.2.5.2. Trainees will IMMEDIATELY come to their feet and stand at the position of attention when addressed by or addressing any staff member, except during flight room/drill instruction at the instructor’s discretion.

1.2.5.3. When any staff member or senior commissioned officer addresses a trainee, the trainee will respond **first** with the word “Sir” or “Ma’am” followed by the answer to the question. **The only exceptions** to this rule are when a yes/no question is asked or when the question “will that be all?” is asked. In those cases, replies will simply be “**Yes/No**”

Sir/Ma'am.”, or **“Will that be all, Sir/Ma'am?”** Any trainee being addressed will always end all conversations by asking, **“Will that be all, Sir/Ma'am?”** and give the proper greeting of the day. If outdoors, the trainee being addressed will end the conversation by saying, **“Will that be all, Sir/Ma'am?”** followed by a salute and the proper greeting of the day. Other trainees present, but not being addressed will simply render a salute and the greeting of the day (unless in flight formation for which the flight leader will extend all courtesies).

1.2.5.4. When approaching a group of individuals, the greeting of the day will be rendered to the highest ranking individual(s) first. If the individuals are of the same rank, greet the female(s) first (e.g. A female Captain walking with a male Captain will be greeted with “Good morning Ma'am, Good morning Sir”). If all individuals are of the same gender, greet them as a group with “Ladies” or “Gentlemen” (e.g. A male Major walking with a male Captain will be greeted with “Good morning, Gentlemen”). If rank is indeterminable, greet the female(s) first (e.g. A group of four males and two females in PT gear will be greeted with “Good Morning Ladies, Good Morning Gentlemen”).

1.2.5.5. Trainees will never be required to “sound off.” However, all trainees are to speak in a clear and confident tone at all times.

1.3. Event Standardization. Trainees will present a positive image at all events, to include (but not limited to) classroom and outdoor activities. Trainees will ground all equipment/gear (when necessary) and standardize all belongings to a neat and orderly appearance.

1.4. Academic Buildings

1.4.1. Hallway Guidance.

1.4.1.1. Trainees will walk (not march or run) in a military manner, with a sense of purpose, and with hands cupped, single file, on the right side of the hallway. It's not necessary to halt at every doorway or intersection, but they will watch for people coming out of offices/around corners. In order to prevent undue carpet wear, trainees will not square corners in carpeted areas.

1.4.1.2. Trainees may not speak unless making on-the-spot corrections to other trainees, addressing or being addressed by OTS staff or visitors, or giving the greeting of the day.

1.4.2. Restroom Guidance. Trainees will enter, use the facilities and then exit in an expedient manner. Trainees may not speak unless making on-the-spot corrections to other trainees or addressing or being addressed by OTS staff or visitors. Trainees will not give greetings to staff or other trainees while in the restroom.

1.4.3. Air University (AU) Muir S. Fairchild Research Information Center (formerly known as the library) Guidance. While in the Fairchild Center (library), trainees will conduct themselves in a professional military manner at all times. The Fairchild Center (library) will be used for academic reasons only. At no time, will trainees use it to socialize with family, friends or other trainees.

1.4.4. Auditorium (Mass Lecture) Procedures.

1.4.4.1. Enter the auditorium in a military manner and fill the seats from the front. For combined BOT and COT lectures, COT trainees will sit toward the rear of the auditorium, and the COT class leader will perform opening and closing procedures.

1.4.4.2. Do not enter the auditorium after a class has begun. Instead report to the flight room and watch the class on AUTV. Trainees will write a memorandum (due the next training day) to their respective flight commander (Flt/CC) explaining why they were late.

1.4.4.3. Trainees will sit according to the seating arrangement assigned by the trainee leadership (normally in every other seat, staggered). After taking their seat, they will maintain good order, discipline and posture. Talking quietly is permitted until the class leader instructs the class to prepare for instruction. During the lecture, trainees may not talk, sleep or move unnecessarily (i.e., stretching, gathering notes before dismissal, etc.), and will not engage in any activity not directly related to the current lesson. Trainees will not use laptop computers during auditorium lectures.

1.4.4.4. Violators who are dismissed from the class must immediately report to their Flt/CC. Trainees will not leave the auditorium voluntarily during a lecture except for unforeseen health issues.

1.4.4.5. Planned appointments, etc. will be cleared by the Flt/CC beforehand, and arrangements for viewing the lecture will be made so as to not present an unprofessional image. If a trainee must leave, they will report to their Flt/CC as soon as possible to explain the reason for departure and for corrective action/remedial training.

1.4.4.6. Auditorium Opening Guidance. The class leader will stand and command, **“CLASS, PREPARE FOR INSTRUCTION.”** At this time, trainees will stand at parade rest in front of their seats. Then the class leader commands, **“CLASS, ATTENTION.”** Trainees will then move to the position of attention. The class leader will then turn to the lecturer, salute (for officers only) and report, **“SIR/MA’AM, CLASS ___ IS READY FOR INSTRUCTION.”** The instructor will return the salute, if applicable, and direct the class to take their seats, and the lesson will begin.

1.4.4.7. Asking/Answering Questions. When trainees wish to ask a question or provide an answer during a class auditorium lecture, they will remain seated and raise a hand. When the lecturer recognizes a trainee, the trainee will **stand up, state their name and flight and ask the question/give the answer**, unless directed to do otherwise by the lecturer. Proper military customs and courtesies, including **“SIR/MA’AM”** will be used.

1.4.4.8. Auditorium Closing Guidance. Once the instructor/lecturer indicates they are ready to close class, the class leader will stand and command, **“CLASS, PREPARE FOR DISMISSAL.”** At this time, trainees will set aside class materials and be ready to stand. Next, the class leader will issue the command, **“CLASS, ATTENTION”**, upon which trainees will move to the position of attention. The class leader will then turn to the lecturer, salute (for officers only) and report, **“SIR/MA’AM, CLASS ___ IS READY FOR DISMISSAL.”** When the instructor/lecturer departs the auditorium, they

will command **“CARRY ON.”** The class will loudly echo, **“CARRY ON, SIR/MA’AM.”** If the command is not given, the class leader will command **“CARRY ON”** once the instructor has left the auditorium.

1.4.5. Bldg 1487 Entrance Foyer. Trainees will not call the area outside Boyd Auditorium to attention when commissioned officers enter or exit this area through any doorway or stairwell. Trainees may not speak in this area unless giving the greeting of the day, making on-the-spot corrections to other trainees, or addressing/being addressed by OTS staff or visitors. Trainees will not loiter in this area unless directed by staff or waiting for the base taxi during inclement weather. Trainees waiting in the area will render the proper greeting of the day to all staff entering/exiting the area.

1.4.6. Flight Room Guidance.

1.4.6.1. Before each flight room class, the appointed trainee will legibly write the lesson number (i.e. PA-2C), the lesson title (i.e. Military Law Case Studies), the instructor’s rank/name, and the allotted time on the top left corner of the white board. Trainees will follow the procedures outlined below for opening and closing class.

1.4.6.2. Trainees will not leave the flight room during a class unless granted permission by the instructor. Trainees will not eat or drink in the flight room without Flt/CC approval.

1.4.6.3. The flight leader will always sit to the instructor’s right, as viewed from the front of the room.

1.4.6.4. When class is not in session, trainees will call the room to attention, in unison, when a commissioned officer enters or exits the room, provided there is not already a commissioned officer in the room. COT trainees will call the room to attention, in unison, when a commissioned OTS staff member enters the room. As the officer breaks the plane of the door, all trainees will command, **"ROOM, ATTENTION."** When exiting, if the officer commands **"CARRY ON,"** all trainees will echo, **"CARRY ON SIR/MA'AM."** If the **“CARRY ON”** command is not issued, trainees will resume normal duties when the officer has left the room. (**NOTE:** BOT Lower-Class trainees will execute these procedures for Upper-Class trainees.)

1.4.6.5. When class is open, the flight room will not be called to attention for visitors regardless of rank. This is an academic session and will continue uninterrupted.

1.4.6.6. When class is stopped for a break and the same lesson will resume upon conclusion of the break, trainees will not call the room to attention when the instructor enters or exits the room.

1.4.6.7. Flight room opening procedures for an inspection class. An inspection class is defined as the first class of the day held in the flight room that is 45 minutes or longer and does not contain a flight room television (FTV) segment.

1.4.6.7.1. Prior to the instructor entering the flight room, trainees will be at the position of parade rest, standing behind their chairs and facing the wall. Necessary books and materials will be in place on the tables and ready for use (open to the applicable lesson, ready to begin taking notes immediately upon sitting down). The flight leader will stand in the front of the flight room facing the back of the room.

1.4.6.7.2. As the instructor comes through the doorway, the flight leader will come to the position of attention and command, **“FLIGHT ATTENTION.”** The instructor will walk to the front of the room and position themselves at the side of the flight leader. The flight leader will turn and face the instructor, salute and report, **“Sir/Ma'am, _____ Flight _____ is ready for inspection.”** (NOTE: Flights with number designators will state “Flight -number-”. Flights with letter designators will state “-letter- Flight”). The instructor will return the salute and then inspect the front of the flight leader. The instructor will command the flight leader to **“POST.”** The flight leader will turn and face the rear of the room.

1.4.6.7.3. The instructor will then proceed in a military manner around the room, inspecting the front of each trainee. After the instructor completes the inspection of the front of the trainees, the flight leader, without being prompted, will command, **“ONE PACE FORWARD, MARCH.”** The flight leader will not move. The instructor will inspect the back of the flight leader and proceed in a military manner around the room to inspect the back of each trainee.

1.4.6.7.4. At the conclusion of the inspection, the instructor will command, **“Take your seats.”** Trainees will proceed promptly and directly to their seats, and will remain seated at attention until placed at ease by the instructor.

1.4.6.7.5. If there is not enough space at the back of the room for the instructor to comfortably inspect the trainees, the instructor may change where the trainees stand for the inspection. The procedures will not change.

1.4.6.8. Flight room opening procedures for a non-inspection class.

1.4.6.8.1. Prior to the instructor entering the flight room, trainees will be at the position of parade rest, standing behind their chairs and facing the center of the room. Necessary books and materials will be in place on the tables and ready for use (open to the applicable lesson, ready to begin taking notes immediately upon sitting down). The flight leader will stand in the front of the flight room facing the back of the room.

1.4.6.8.2. As the instructor comes through the doorway, the flight leader will come to the position of attention and command, **“FLIGHT, ATTENTION.”** The instructor will walk to the front of the room and position themselves at the side of the flight leader. The flight leader will turn and face the instructor, salute and report; **“Sir/Ma'am, _____ Flight _____ is ready for instruction.”** (NOTE: Flights with number designators will state “Flight -number-”. Flights with letter designators will state “-letter- Flight”). The instructor will return the salute and command **“Take your**

seats.” Trainees will proceed promptly and directly to their seats, and will remain seated at attention until placed at ease by the instructor.

1.4.6.9. Flight room closing procedures. At the conclusion of the class period, the instructor will direct the flight leader, **"Flight Leader, prepare the flight for dismissal."** The flight leader will immediately stand up behind his or her chair, assume the position of attention and command, **"FLIGHT, PREPARE FOR DISMISSAL."** Each flight member will then rise promptly, arrange their training materials into a neat stack on the table and assume the position of parade rest in back of their chair. After the entire flight accomplishes this, the flight leader will move to the front of the flight room and stand at attention facing the back of the room. The flight leader will command, **"FLIGHT, ATTENTION."** The instructor will then take their position at the side of the flight leader. The flight leader will face the instructor, salute and report, **"Sir/Ma'am, _____ Flight _____ is ready for dismissal."** (NOTE: Flights with number designators will state "Flight -number-". Flights with letter designators will state "-letter- Flight"). The instructor will return the flight leader's salute and direct the flight leader, **"Dismiss the flight."** The flight leader will immediately face the flight and command **"DISMISSED."** On the command, all trainees will assume the position of parade rest. The instructor will then leave the room. As the instructor breaks the plane of the door, all trainees will snap to the position of attention and command, **"ROOM, ATTENTION."** The instructor will respond, **"CARRY ON."** At this point all trainees will echo, **"CARRY ON SIR/MA'AM."**

1.4.6.10. The last trainee departing the flight room will ensure all audio visual equipment and lights are turned off.

1.4.7. Building entrance procedures. Entrance procedures are necessary in order to promote good order and discipline among trainees while entering any permanent structure. These procedures apply to squadron, flight and detail formations. If a door becomes propped in the open position, the last trainee entering will close it.

1.4.7.1. Upon halting a flight near an entrance in which entry is required, the flight leader will command, **"COLUMN OF FILES FROM THE RIGHT (LEFT)."** On the informational command, the guide will take the position in front of the selected element. Once the guide is in position and at order guidon, the flight leader will command, **"FORWARD."** Upon the flight leader's command of **"FORWARD,"** the element leader of the selected element turns his/her head 45 degrees to the right (left) and echoes the flight leader's command of **"FORWARD"**. The guide will go to the carry position (if carrying a guidon) as the element leader echoes the command. At the same time the remaining element leader(s) turns his/her head 45 degrees to the right (left) and commands, **"STAND FAST."** Their heads stay turned until they step off. After all element leaders have echoed the appropriate command, the flight leader will command, **"MARCH."**

1.4.7.2. Upon the flight leader's command of **"MARCH"** the guide and all remaining members of the element will step off. Once the guide has reached the door, he/she will hold it until the last flight/element member has entered. The element leader of the

selected element will step off toward the appropriate entrance. The element leader of each remaining element will command, "**FORWARD, MARCH**" as the last trainee in each preceding element has passed. Giving the command as the left foot strikes the ground will ensure their element is in step with the preceding element. All elements will incline in the appropriate direction, following the leading element in successive order.

1.4.7.3. If carrying a guidon, the guide will place the guidon in the guidon stand (if available). The flight leader will be the last person from his/her flight to enter the building.

1.4.7.4. While marching as a detail, the trainee in charge will command, "**DETAIL HALT**," followed by the command of "**FALL OUT**." The trainees will then enter the building.

1.4.8. Departing the Academic Building. The flight leader will be the first member of the flight to depart the building and will designate the position for forming the flight. The flight will exit the building and form up on the guide, in line formation, two elements, facing the flight leader. When departing as a detail, trainees will exit the academic building in an orderly manner and form up on the sidewalk. There will be no talking in formation. Flight leaders will take care to not block traffic into or out of the building. The last trainee in a formation will ensure building doors close behind them.

1.5. Reporting Procedures

1.5.1. Reporting procedures will be accomplished for both commissioned and enlisted staff members. For a single trainee ordered into an office, reporting procedures are as follows.

1.5.1.1. Center on the door or cubicle entrance and knock once (loud enough to be heard in an average size room). Do not knock on the door or cubicle wall if a conversation is taking place in the office.

1.5.1.2. When given the order, enter, close the door (if you opened it), march using the most direct route to the staff member, perform the appropriate facing movement, (if on carpet, turn in a crisp, military manner), center yourself two paces away from the individual, salute if reporting to an officer and state: "**Sir/Ma'am, (Rank) (last name) reports as ordered.**"

1.5.1.3. When reporting to an officer, the reporting trainee will hold the salute until the officer drops their salute and remain at the position of attention until told otherwise.

1.5.1.4. At the end of a conversation, trainees will stand and assume the position of attention (if at a different position) and ask, "**Will that be all sir/ma'am?**" If so, take one step backwards, salute (if reporting to officers) and render the proper greeting of the day, perform the appropriate facing movement to leave, and take the most direct route out of the office or cubicle. (If on carpet, turn in a crisp, military manner.)

1.5.2. When multiple trainees are ordered into an office, reporting procedures are as follows.

1.5.2.1. Senior trainee will center on the door or cubicle entrance and knock once (loud enough to be heard in an average size room). Do not knock on the door or cubicle wall if a conversation is taking place in the office.

1.5.2.2. When given the order, enter, close the door (if you opened it), march using the most direct route to the staff member, perform the appropriate facing movement, (if on carpet, turn in a crisp, military manner), all trainees will center two paces away from the individual with the senior trainee standing on the right, and salute (if officer). The senior trainee will state on behalf of the others, **"Sir/Ma'am, (give rank and last names of the whole party) report as ordered."**

1.5.2.3. All trainees will hold the salute (if officer) until the officer drops their salute and remain at the position of attention until told otherwise.

1.5.2.4. At the end of the conversation, all will stand and assume the position of attention (if at a different position) and the senior trainee will ask, **"Will that be all sir/ma'am?"** If so, all trainees will take one step backwards, salute (if reporting to officers) and the senior trainee will render the proper greeting of the day. All trainees will perform the appropriate facing movement to leave, and take the most direct route out of the office or cubicle. (If on carpet, turn in a crisp, military manner.)

1.5.3. If a trainee is not ordered to report, but needs to see a staff member in their cubicle or office to make a statement or ask a question, the trainee will use the procedures in Paragraph 1.5.1 or 1.5.2. with the following exception: instead of using the above reporting statement, use the appropriate remarks: **"Sir/Ma'am, (Rank) (last name) reports."** Once acknowledged by the staff member, the trainee will continue with the question or statement.

1.5.4. When reporting to the flight room for a class already in session, trainees will:

1.5.4.1. Center on door and knock once (loud enough to be heard).

1.5.4.2. Wait until acknowledged, open the door (if closed), state the rank and name of the instructor they wish to see followed by **"(Rank) (Name) requests permission to enter."** Example, **"Capt Walker, OT Armstrong requests permission to enter."**

1.5.4.3. When given the order, enter, close the door (if you opened it), come to attention and ask the appropriate question: **"Sir/Ma'am, may I make a statement?"** or **"Sir/Ma'am, may I ask a question?"**

1.5.4.4. The instructor will entertain the request or direct the trainee to their seat (if late). Late trainees will report to the instructor after class for appropriate counseling unless directed otherwise by the instructor.

1.5.4.5. When class is stopped for a break and the same lesson will resume upon conclusion of the break, trainees who exit the flight room will not knock or request permission to re-enter. In this case, trainees will quietly enter the classroom and proceed to their seats. Trainees who are late in returning from break (class has resumed) will perform procedures as outlined in the previous paragraphs.

1.5.5. Trainees that need to speak with staff members outside the situations described above, will use one of the following conditional processes below:

1.5.5.1. If the staff member is outside, the trainee will approach, salute (if officer), give the greeting of the day, and ask the proper remark: "**Sir/Ma'am, may I make a statement?**" or "**Sir/Ma'am, may I ask a question?**" At the end of the conversation, stand and assume the position of attention (if at a different position) and ask, "**Will that be all sir/ma'am?**" If so, salute (if officer) and render the proper greeting of the day.

1.5.5.2. If the staff member is outside with a group of individuals, trainees will salute (if officers) and greet all members present with the greeting of the day. The trainees will then follow the steps outlined in paragraph 1.5.3, however they will not salute the staff member separately (if officer). After the trainee has closed out the conversation, they will salute (if officers) and greet all other individuals still present.

1.5.5.3. If the staff member is inside, but not inside their office, the trainee will approach, give the greeting of the day, and ask the proper remark: "**Sir/Ma'am, may I make a statement?**" or "**Sir/Ma'am, may I ask a question?**" At the end of the conversation, stand and assume the position of attention (if at a different position) and ask, "**Will that be all sir/ma'am?**" If so, render the proper greeting of the day.

1.5.5.4. If the staff member is inside with a group of individuals, trainees will greet all members present with the greeting of the day. The trainees will then follow the steps outlined in paragraph 1.5.5.3. After the trainee has closed out the conversation, they will greet all other individuals still present.

1.6. Dormitory Area

1.6.1. Trainees will enter the dormitories as outlined in paragraph 1.4.7 and all subparagraphs.

1.6.2. Trainees will not return to the dormitories during duty hours unless changing uniforms for official duties and classes (to include Charge of Quarters/Assistant Charge of Quarters (CQ/ACQ) duty, field leadership events, etc.) or if granted specific permission from an OTS staff member. If a trainee receives specific permission to return to the dormitories from a staff member other than their Flt/CC, they will report the time, duration, and reason to the Flt/CC within one duty day.

1.6.3. Foyer/Day Areas/CQ Office/Hallways. Trainees **will not** call foyers, day areas (open area used as a dayroom), the CQ Office, or hallways to attention when senior personnel enter, but will show proper respect for all OTS staff and other commissioned officers when present in the dormitory. If seated, trainees will stand and render the proper greeting of the day, or, if already standing, will simply render the proper greeting of the day. **EXCEPTION:** If there are two or more trainees in the foyer, dayroom, day-area, or hallway and the OTS/CC, or an O-6 or above enters the building/area, the trainees **will** call the building/area to attention **unless there is an officer of equal or higher rank already in that specific building/area.** If there is only one trainee, the trainee will stand at the position of attention and render the proper greeting of the day.

1.6.4. Due to increased traffic, do not call CQ lobbies/living areas to attention on the morning of graduation.

1.6.5. Dayrooms. Trainees **will** call their dayrooms (not day-areas) to attention for commissioned staff (BOT Lower-class trainees will also apply this rule to Upper-class trainees) when they enter if there are two or more trainees in the dayroom and there is no one of equal or higher rank already in that dayroom. If there is only one trainee in the dayroom, that trainee will simply come to attention and render the proper greeting of the day.

1.6.6. Entering/Leaving Dormitory Rooms.

1.6.6.1. Before entering a trainee's room other than your own, knock, identify yourself and wait for permission to enter. When commissioned staff enter or leave a room, the first person to take notice will call the room to attention. If a trainee is alone in the room, that trainee will come to attention as the officer enters or leaves, but not call the room to attention. BOT Lower-class OTs will also apply this rule to Upper-class OTs. COT/RCOT trainees are not permitted inside BOT trainee dormitory rooms and vice-versa.

1.6.6.2. Trainees will always use formal reporting procedures when entering a senior individual's dormitory room. Reporting procedures do not apply to trainees of different rank assigned to the same room when entering that room.

1.6.7. Dormitory doors will remain open or closed based on certain situations. If open, the door will be opened fully (90 degrees).

1.6.7.1 When occupied, dormitory room doors will be propped open. Trainees may close their dormitory room doors for the purposes of showering, changing uniforms, or during "lights out" as defined in paragraph 1.9.8.

1.6.7.2. Due to fire safety requirements, doors must remain closed while the room is unoccupied.

1.6.7.3. Doors will remain open any time there are trainees in a room that are of different gender or class status.

1.6.8. All trainees will lock their dormitory room doors at night while sleeping.

1.6.9. All trainees will turn off their dormitory room lights when not needed or when departing for the day.

1.6.10. Dormitory Hallway guidance.

1.6.10.1. Hallways will not be used for meetings and long conversation. Treat the hallway as a professional working environment. Proceed with a sense of purpose, single file, on the right side of the hallway. It's not necessary to halt at every doorway or intersection, but watch for people coming out of rooms.

1.6.10.2. Trainees will greet each other and OTS staff as outlined in paragraph 1.4.1.2 and paragraph 10.1.1 as applicable when moving through dormitory hallways.

1.6.11. Trainees will not permit unescorted, non-OTS personnel into the dormitories without prior approval from OTS Staff. (**EXCEPTION:** contractors and maintenance personnel performing duties). Trainees will challenge any unknown personnel found in the dorms by asking them for their ID and purpose for being in the dormitory. If challenged personnel can't produce these, or the challenging trainee feels uncomfortable reviewing such items, the trainee will escort them outside and call the Operations Control Center (OCC) immediately for further instructions. If the unauthorized individual refuses to leave, simply proceed to the CQ and call OCC for further instructions.

1.6.12. Intercoms in all dormitories will only be used to make official announcements. Announcements will be concise and professional.

1.6.13. Departing the Dormitory. The flight will exit the building and form up on the guide, in line formation, two elements, facing the flight leader. When departing as a detail, trainees will exit the building in an orderly manner and form up on the sidewalk. There will be no talking in formation. Flight leaders will take care to not block traffic into or out of the building. The last trainee in a formation will ensure building doors close behind them.

1.7. Expected Conduct

1.7.1. Trainees are expected to conduct themselves as ladies and gentlemen and will not tolerate those who do otherwise. Trainees will report trainee misconduct to their chain of command immediately. Tolerating misconduct by others is considered as grievous an offense as having committed the infraction yourself. Holding or earning a commission is not a right; it is a privilege given through hard work, personal sacrifice and professional conduct. Trainees must conduct themselves as officers 24 hours a day. Proper conduct and discipline are the responsibility of the entire trainee population. Behavior which brings discredit to our nation, US Government, US Air Force, OTS, or the trainee will not be tolerated. Trainees are responsible, professional people who will avoid the actual or appearance of the following actions:

1.7.1.1. Failure to perform assigned duties.

1.7.1.2. Disrespect or conduct unbecoming an officer.

1.7.1.3. Violations of federal, state or local laws.

1.7.1.4. Failure to obey a direct order.

1.7.1.5. Failure to go (failure to attend a directed class, event, formation, or appointment).

1.7.1.6. Failure to support the Air Force Equal Opportunity and Treatment Program.

1.7.1.7. Unprofessional relationships.

1.7.1.8. Physical and verbal maltreatment.

1.7.1.9. Maltraining.

1.7.1.10. Sexual harassment.

1.7.1.11. Sexual assault.

1.7.2. Unprofessional Relationships. Unprofessional relationships (UPRs) will not be tolerated at OTS. UPRs are defined as relationships or attempted relationships with faculty, staff, or other trainees that detract from the authority of superiors or result in (or reasonably create the appearance of) favoritism, misuse of office or position, or the abandonment of organizational goals for personal interests. Involvement in a UPR may result in prosecution under of the *Uniform Code of Military Justice* (UCMJ) and disenrollment from OTS. Further guidance can be found in AETCI 36-2909, *Professional Conduct and Relationships*. Trainees will:

1.7.2.1. Ensure their relationships with faculty and staff are professional.

1.7.2.2. Not establish, develop (or attempt to develop), or conduct a personal, intimate, or sexual relationship with faculty, staff, or other OTS trainee. A personal relationship is any relationship other than a normal professional relationship. It specifically includes, but is not limited to, dating, kissing, affectionate touching, hand-holding, embracing, caressing and any other public or private act of affection. It does not include private relationships between husbands and wives.

1.7.2.3. Not use threats, pressure, or promise of return of favors or favorable treatment for the purpose of gaining sexual favors from faculty or staff.

1.7.2.4. Not make sexual advances toward, or seek or accept sexual advances or favors from, faculty or staff.

1.7.2.5. Not gamble with faculty, staff or other trainees.

1.7.2.6. Not lend money to, borrow money from, or otherwise become indebted to faculty or staff.

1.7.2.7. Not develop (or attempt to develop), establish, or carry on a personal social relationship with faculty or staff.

1.7.2.8. Not establish a common household with a member of the faculty or staff.

1.7.2.9. Not attend social gatherings or frequent clubs, bars, or theaters on a personal social basis with faculty or staff. (**NOTE:** This does not include the Officers' Club Orientation, flight dinners, or Dining-In/Dining-Out during the last week of training.)

1.7.2.10. Not accept alcohol from, or consume alcohol with, faculty or staff on a personal social basis. (**NOTE:** This does not include the Officers' Club Orientation, flight dinner, or Dining-In/Dining-Out during the last week of training.)

1.7.2.11. Report all UPRs to commissioned staff.

1.7.3. Physical and verbal maltreatment includes, but is not limited to, poking, hitting, thumping, pushing, grabbing, threats of violence, physical violence, physical intimidation, hazing, or any unnecessary physical contact. Verbal maltreatment is defined as any language that degrades, belittles, demeans, ridicules, or slanders an individual or group based on color, national origin, race, religion, age, ethnic group, gender, or physical stature. This includes, but is not limited to, the use of profanity and any insinuation of immoral, unethical, crude, offensive language used in rhymes or prose as memory devices (mnemonics), or training tools. Any language that establishes a hostile environment constitutes or promotes sexual harassment, or disrespect for anyone is considered verbal maltreatment.

1.7.4. Maltraining is any training practice that is not designed to meet a training objective. Examples of maltraining include, but are not limited to, unnecessarily rearranging the property of a trainee, maliciously embarrassing a trainee, assigning remedial training that does not fit the deficiency (such as making a trainee run laps for having poorly shined boots). Other examples would be making other trainees perform degrading or humiliating tasks (such as having a trainee stand in front of the flight with their finger on their nose for wiping their face while at the position of attention), or assigning remedial training to an entire flight based on the deficiencies of an individual or a few individuals.

1.7.5. Sexual harassment involves unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a physical nature when: submission to or rejection of such conduct is made either explicitly or implicitly as a term or condition of a person's job, pay, or career; submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person; such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment; any person in a supervisory or command position who uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of a military member or civilian employee; any military member or civilian employee who makes unwelcome, deliberate, or repeated verbal comments, gestures, or physical contact of a sexual nature.

1.7.6. Sexual Assault. Sexual Assault refers to any of several offenses of a sexual nature, committed without the lawful consent of the victim, that are punishable as crimes under the Uniform Code of Military Justice. The offenses included within the term 'sexual assault' include rape and carnal knowledge, forcible sodomy, and assault with intent to commit rape or sodomy, indecent assault, and indecent acts or liberties with a child, or an attempt to commit any of these offenses.

1.7.7. Hazing and Punishment. Trainees never have authority to levy punishment upon other trainees. Push-ups, or any other form of physical punishment are strictly forbidden at OTS. Hazing is also strictly prohibited at OTS. Hazing is *"any unauthorized assumption of authority of one trainee over another trainee, whereby the latter shall suffer or be exposed to*

suffering, cruelty, indignity, humiliation, hardship, oppression, or the deprivation or abridgment of any right, privilege, or advantage to which he or she shall be legally or properly entitled."

1.7.8. Motivational exercises are designed to express morale and esprit de corps. Pushups or other exercises used to express motivation, where both staff and trainees voluntarily engage in them together, are acceptable as long as they are supervised by a Student Squadron commander [SS/CC] or higher. The intent is to use these exercises to foster a warrior spirit, not as punishment!

1.7.9. Trainee Spirit Missions. Spirit missions will be tasteful, and the group responsible for execution will be responsible for cleanup afterwards. Spirit missions must be approved by the owning SS/CC or higher.

1.7.10. Offensive Materials. Display or possession of any pornographic media (i.e. tapes, magazines, CDs, etc.) is forbidden while at OTS. Any materials that could reasonably be considered offensive or degrading will not be tolerated in this training environment.

1.7.11. Mandatory Formations. Missing a mandatory appointment or scheduled activity is a major disciplinary infraction. Trainees will honor all obligations and meet all formations. Failure to do so casts doubt on their ability to be an Air Force officer. Mandatory formations include, but are not limited to: all flight room/auditorium instruction (unless specifically directed to miss by Flt/CC or higher authority), drill instruction, dining priorities, LRC/Project X and all graded measurements.

1.7.12. Expectation to Report. Trainees are expected to report all violations of the Honor Code, Uniform Code of Military Justice, and written or verbal orders (to include regulations, instructions, and this manual), whether committed by themselves or others. Any trainee who through design, neglect, or carelessness knowingly conceals or fails to report such information about another trainee will receive an equal or more severe corrective action. Failure to report is punishable under Article 92 of the UCMJ as this manual, a directive publication, requires it.

1.7.13. Cell Phone/Pagers.

1.7.13.1 Only trainees in 3d Lt/First-class status or higher are authorized to carry or use cell phones/pagers during Scheduled Military Training (SMT) while assigned at OTS. All other trainees require Flt/CC approval or higher to carry or use cell phones/pagers during SMT.

1.7.13.2. When carried, cell phones or pagers will not be visible on the uniform and must be carried in a briefcase or attaché. During the duty day, phones will remain in the OFF position (not vibrate) when not in use.

1.7.13.3. Cell phones may be used in the break rooms during the duty day but nowhere else in the academic building and not while walking. Trainees may use cell phones in their assigned dormitory room and just outside the front doors, but no further than 20 feet from the dormitory entrance and not if visible to people passing by the OTS Complex.

1.7.13.4. Cell phones may be authorized for aiding in conducting official duties, i.e. inprocessing, logistics off the OTS Complex. When performing official duties requiring use of cell phones (or hand-held radios), ensure devices are used minimally and only for the performance of those duties unless an emergency is in progress.

1.7.13.5. Trainees will render appropriate customs and courtesies when encountering OTS staff and other visitors, even if using a cell phone. Trainees are required to observe all Air Force guidance on use of cell phones while in uniform and trainees will not use cell phones while driving or walking on the OTS Complex (even if wearing civilian clothes while leaving the OTS Complex).

1.7.14. Time Management. Trainees will ensure they are making proper use of their time by always having something to study with them. Examples include, but are not limited to: academic samples of behavior (SOBs), Operating Instructions, AFMAN 10-100: *Airman's Manual*, and the Handbook of Warrior Knowledge (known as the "Talon").

1.7.15. Field Leadership/Physical Conditioning Classes. Trainees will always display professional conduct. Arguing about rules or calls, losing one's temper, or using profanity are indicators a trainee may not possess the character required of an Air Force officer.

1.7.16. Written Correspondence. Written correspondence will be accomplished using the official memorandum format as found in AFH 33-337, *Tongue and Quill*. Font will be Times New Roman, size 12. The date will be written in "DD Mmm YY" format (e.g. 11 Feb 03 or 4 Feb 05).

1.7.17. Trainee Stamp. Each trainee will be given the opportunity to complete a trainee stamp for all memorandums for record and grade sheets. A properly completed stamp includes: 1) circling (or checking, depending on the form) either the "do" or "do not", depending on whether or not the trainee would like to comment; 2) drawing a single horizontal line through the remaining "do" or "do not"; 3) initialing in the initials block; and 4) printing the current date in DD Mmm YY format (e.g. 25 Dec 07). By signing the stamp, trainees are acknowledging they were counseled and documentation exists. If a trainee refuses to complete the trainee stamp, Flt/CCs will annotate, sign and date the memorandum for record and inform the trainee's owning SS/CC. If the trainee wishes to make an immediate comment, they may write on the back of the memorandum for record or grade sheet, sign and include the date. The trainee may also submit comments using the official memorandum format described in paragraph 1.7.16.

1.8. Computer Usage

1.8.1. Computer Training. Trainees must complete the required information assurance (IA) training prior to using any government computer or accessing the base network. The flight's computer leader will be the first to receive initial IA training. The computer leader will then give network access to their flight members to receive IA training. When a trainee completes training, they will save their completed record of training to a disk. When all trainees in a flight have completed training, the flight's computer leader will print all the completed records of training for each flight member and forward them to the owning Flt/CC.

1.8.2. E-mail. Trainees may use e-mail for morale purposes or official use. Personal use is limited to courtesy of others waiting (about 15 minutes). Accessing commercial email accounts (i.e. Hotmail, Yahoo Mail, etc.) is not authorized. Trainees will not send or download email with large attachments (i.e. over 1 megabyte). Trainees will delete all e-mail prior to graduation. Trainees will scan all e-mails and attachments for viruses.

1.8.3. Internet Usage. Trainees may access the Internet from government computers for OTS related/directed activities (i.e. pictures for flight book, flight T-shirt design, flight room bulletin board, project research, base and career information). **Viewing, downloading, or printing pornography is prohibited and is grounds for dismissal from OTS!** Making online purchases, to include the buying and selling of stocks, is forbidden. Trainees may not use the Internet (including e-mail) for personal gain or commercial purposes, only for official or approved use. Trainees may, however, use the Internet to pay bills and handle other financial obligations. Trainees may not use personal computers, to include laptops, to gain access to the government network.

1.8.4. Government Computers. Trainees will not install or remove software from, store data on, or move government-furnished computers in the dormitories or the academic building. Trainees will scan removable media for viruses before each use. Report all virus attacks immediately to the Trainee Wing Information Systems Officer.

1.8.5. Laptop Policy

1.8.5.1. Laptop computers are provided for professional use while assigned to OTS. These computers are wireless capable and offer trainees the opportunity to increase productivity at all locations on the OTS complex.

1.8.5.2. All trainees are responsible for the care and maintenance of their issued laptop. A trainee may be held responsible for replacing a lost or damaged laptop if found negligent. Trainees will always secure their laptop and never leave it unattended, unless left in the flight room or dormitory room with the door closed. Failure to do so will be considered a security violation.

1.8.5.3. Trainees may use their laptops in all dormitory areas, the OTSAC, and flight rooms. Laptops may be used during flight room instruction, but only in capacity that relates to the topic of the class in session. Laptops may not be used during auditorium lecture and must be turned off and stowed in their carrying case. Once trainees are granted off-base privileges, they may use their issued laptops at off-base locations.

1.8.5.4. When in uniform, trainees will carry their attaché and laptop on the left side. If one case is used, it must be carried by hand. If two cases are used, then the shoulder strap is allowed. The one exception to carrying everything on the left is, during the hours of darkness, a flight must carry flashlights in their outside hand. The attaché and laptop will be on the opposite side of the flashlight. Computer cases are only to carry issued-computer equipment. Laptops must be transported using their cases.

1.8.5.5. Trainees are encouraged to make use of the wireless features of their laptops to aid them in their studies; most of the OTS complex broadcasts a wireless signal. Trainees

will ensure that their laptops are plugged into the LAN within their dormitory room every night. This action ensures all laptops receive necessary security updates and patches, and allows OTS staff to verify that the laptop was not misused (inappropriate websites and unauthorized downloads). Anyone found guilty of misusing their laptop will be prosecuted to the full extent possible.

1.9. Duty Week Events

1.9.1. Duty Week Events. These events commonly occur during the scheduled duty week.

1.9.2. Scheduled Military Training (SMT). SMT is dedicated to accomplish training, education, and in/out-processing activities required for graduation. Unless directed otherwise by the schedule, SMT is 0500-1700, Monday through Friday. Saturday SMT will be used to accomplish details, study, or obtain any additional training needed. SMT is scheduled on Sunday, as needed.

1.9.3. Flt/CC Time. Flt/CC time is scheduled time for Flt/CCs to conduct required activities outside of normally scheduled curriculum. Flt/CCs will prescribe the use of all Flt/CC time. With Flt/CC permission, trainees may perform other duties or go to appointments during this time. Trainees will assume Academic Preparation Time (APT) for Flt/CC time not involving the activities outlined above and will not be “on break”.

1.9.4. Dining Blocks. Dining blocks (shown on the schedule as a meal, e.g. lunch) are the time displaying dining hours used to create dining priorities for all trainees. This time is also used to show where dining hours fall in respect to other planned activities.

1.9.5. Academic Preparation Time (APT). Trainees will use APT to prepare for a specific upcoming graded measurement.

1.9.5.1. APT during the academic day will be spent in the flight room or other designated area and all trainees will be studying academic material or preparing for the identified graded measurement, excluding PT.

1.9.5.2. Evening APT will be conducted during the scheduled time and in designated areas. Refer to Chapters 10 and 11 for program-specific APT designations. It is the responsibility of all trainees to foster an environment conducive to studying (i.e. quiet in the halls, no TV, no mandatory meetings and pep rallies, etc.). There will be no tasking or engagement (unless absolutely necessary through emergency needs) of trainees during this time. For all trainees, APT begins as soon as all study materials are presented. APT occurs until the trainee passes all graded measurements or measurement remakes. APT can be accomplished in the dormitory room, flight room, Fairchild Center (library), or any other place authorized by their Flt/CC. The Flt/CC can set a specific place for APT to be accomplished if necessary. No one will task or require anything from a trainee during APT. APT may be scheduled during the duty day as part of SMT. Any deviation must be approved by the applicable squadron DO.

1.9.6. Personal Time (PER). If listed on the schedule, PER is for personal hygiene, uniform/dorm maintenance, writing personal letters, phone calls, sleep or to continue

studying. PER on non-duty days is from 1700 until Lights-Out, unless designated as APT or Operations Time (OPS). This does not apply to trainees in 3rd Lt/First-Class status. No one will task or require anything from a trainee during PER, but trainees are encouraged to seek out others for help during this time.

1.9.7. Operations Time (OPS). Time scheduled for trainees to accomplish activities necessary for operation of the trainee organization. Activities may include, but aren't limited to: meetings, details, physical conditioning, personal needs, orientation of new trainees, social activities, etc. Time that the trainee leadership does not schedule for organizational requirements may be used as APT or PER. Trainees must carefully plan this time and ensure it is used efficiently. Evening OPS time is scheduled for Sunday through Thursday night, 2200-2300. There is no scheduled Friday or Saturday OPS time. In addition, any time not scheduled as SMT, APT, or PER is OPS time.

1.9.8. Lights Out/Lights On. All trainees will be in their assigned bed with all lights and radios turned off between these times. Trainees will sleep in their assigned beds using the provided blankets/sheets for that bed (not on the floor, in a sleeping bag, or using extra sheets/blankets). Lights out for trainees who are on duty as CQ/ACQ is extended by 15 minutes to allow for sufficient time to secure the buildings. Trainees will not get out of bed or turn their lights on prior to 0455 except to use the restroom and respond to emergency situations. **(EXCEPTIONS:** Trainees tasked as road guards for morning PT or as key players for morning reveille formations may wake up at 0445. Also, BOT trainees tasked to work OCC/CQ/ACQ or to wake up the lower class may wake up at 0445. Other trainees who need to wake up early must receive authorization from an OTS staff member.)

1.9.9. Bed Rest. Trainees may not go to bed prior to the completion of evening APT. The only exception is if a trainee is sick and resting in bed. Trainees who utilize bed rest during APT will report to sick call the next morning.

1.9.10. Call to Quarters is the time during a privilege period by which all trainees must have returned from exercising their privileges and signed back into the dorms. Once signed in, trainees may utilize approved OTS Complex facilities, including the OTS Shoppette and Fairchild Center (library) for official business. Refer to Chapters 10 and 11 for program-specific Call to Quarters times.

1.9.11. Television Usage. Trainees with television privileges must ensure their viewing does not interfere with APT for other trainees or any mission-related events (e.g. flight meetings) that require use of the day room.

1.10. Religious Services

1.10.1. Trainees are not required to march while escorting guests to/from religious services. Trainees with restrictive privileges (i.e. less than Maxwell AFB) or assigned duty times are allotted up to 4 hours to attend worship services of their choice, on or off Maxwell AFB. The 4-hour time limit has been established to allow for a balancing of religious accommodation with the reiteration of personal accountability and time management responsibility. The latter are concepts crucial to any Air Force officer, and thus are to be considered mission

essentials within the training environment of OTS. On the other hand, the four hour period adequately allows for trainees to travel to on-base or local off-base (i.e., within 5-10 miles) religious education classes (e.g., Sunday School); attend a 1-2 hour worship service and to engage, when applicable, in relevant, post-worship fellowship. The Flt/CC or SS/CC may grant extensions to the 4-hour time limit for religious observances on a case-by-case basis. Trainees must sign out and in on the CQ logbook. Trainees with less than Maxwell AFB privileges will inform their Flt/CC of any off-base worship to ensure accountability.

1.10.2. Attending the religious service of the trainee's choice is a right that will not be abused. Trainees with less than Maxwell AFB privileges will proceed directly to and from all religious services. They may visit with friends and family while attending church services, however, they may not skip the service in order to socialize in the vicinity of the service. Trainees may attend a post-service fellowship dinner or the like, as it is relevant to the practices of one's faith community. However, such activity must be connected to the practicing community, and not simply an independent social time formed within the time allotted. These considerations are instituted to promote integrity and the aforementioned mission essentials of accountability and time management. Once the worship service and its related practices are completed, trainees will return directly to the OTS Complex unless exercising off-base privileges.

1.10.3. Some faith groups may require religious observances that fall within a standard training week; and not on the weekend as understood by the Gregorian Calendar. Trainees must understand that accommodation will be sought to the best of OTS Command's ability. However, accommodation begins with a trainee's understanding that the military mission and training requirements may cause conflict with standard worship practices, and that full accommodation may not be possible. Trainees may feel free to discuss the issue of accommodation in detail with the OTS Chaplain.

1.11. Standards and Publications Tests (SPT)

1.11.1. SPTs will be administered to test trainee knowledge on OTS procedures and gauge their ability to adapt to rules and standards.

1.11.2. Scores will be recorded and documented and proper feedback will be provided as needed.

1.12. Academic Integrity

1.12.1. Academic Integrity is defined as uncompromising adherence to a code of ethics, morality, conduct, scholarship and other values related to academic activity.

1.12.2. Trainees must adhere to the highest standards of academic integrity. They are prohibited from engaging in plagiarism, cheating, misrepresentation, or any other act constituting a lack of academic integrity. Failure to do so reflects discredit on the Air Force, the trainee, and OTS. All individuals who violate academic integrity are subject to disenrollment, disciplinary action, and may be prosecuted under the UCMJ.

1.12.3. Examples. Academic Integrity violations include (but are not limited to):

1.12.3.1. Plagiarism - The act of taking written or verbal work from another and intending to pass it off as their own.

1.12.3.2. Cheating - The act of giving or receiving improper assistance such as, but not limited to, copying answers from another's examination; using texts, notes, issue materials, or other references not authorized for examinations or other assigned work; using previously written papers, briefings, or other types of trainee work normally assigned by the school, provided by former OTS trainees or the upper class; knowingly permitting another trainee to copy one's assignments or briefing materials, or answers from an examination paper; and collaborating with other persons on individual assignments except as specifically authorized by the school.

1.12.3.3. Misrepresentation - The act of making an assertion to intentionally deceive or mislead. Misrepresentation may be an oral or written statement that is misleading or deceiving and meant to be so; for example, false reporting. Trainees enrolled in a course who previously took the same course (or a variant of it; for example, a nonresident version of the same course) and attempt to resubmit research papers or other work in fulfillment of a current school assignment, while disguising the fact that it is a resubmission, would be guilty of misrepresentation.

1.12.3.4. Trainees must first complete their SOBs on their own. Once the SOBs for the next CWT are accomplished, they may study with other trainees. Practice tests are authorized but must be created by that class and only passed out to those trainees with completed SOBs. Trainees may circulate practice tests between squadrons, but may not use practice tests created by any other class.

1.13. Access Card Entry System Control

1.13.1. Access Card Entry System. Most buildings on the OTS Complex are equipped with an access card entry system that allows keyless entry through selected doors. Trainees are issued personal building access cards that allow entrance into these buildings. Bldg 1487 and the COT Annex's doors are usually unlocked during normal duty hours (0700-1700).

1.13.2. Card Issue/Return. Trainees will receive access cards during in-processing and return them during out-processing.

1.13.3. Lost Cards. Individuals losing their personal access cards must take immediate action in order to ensure building security. Trainees losing their personal access cards will immediately contact the OCC. If a card is found, it will be turned in to the OCC. The OCC will turn in any returned access cards to the 22 TRSS the next duty day. Replacement cards will be issued through the OCC after contacting the 22 TRSS Facilities Manager.

1.13.4. System Malfunction. System malfunctions during duty hours will be reported to the OCC, who will in turn contact the 22 TRSS Facilities Manager. System malfunctions outside normal duty hours are reported to the SDO. If the malfunction is so severe that it cannot be fixed safely, in a timely manner, and without damage to equipment, the card entry system at the affected door(s) will be shut off until the problem is resolved. The SDO will annotate the

discrepancy in the system malfunction logbook located in the OCC. The SDO will contact the 22 TRSS Facilities Manager to schedule repairs for the next duty day.

1.14. Locked Doors. If trainees are issued keys for their room, it is the trainee's responsibility to ensure they have a key before leaving the room. Lock-outs will be reported to the appropriate squadron commander, and may result in administrative paperwork documenting the incident.

Chapter 2

DRILL AND CEREMONIES

2.1. Definitions.

2.1.1. Detail - Formation of two to four trainees, including the trainee in charge. In formations with three or four trainees, the formation is properly sized regardless of rank and the trainee in the right rear position will lead the formation. When in details of two the senior ranking person marches on the right. If the two are the same rank, the tallest will be to the right. When in a detail to retrieve a guidon, the person on the right will carry it, regardless of their assigned duty for that day.

2.1.2. Flight - Formation of five or more trainees. This includes a designated flight leader. There will be at least two but no more than four elements. While on the OTS Complex, flights will normally march with two elements.

2.1.3. Guide - The guide marches in front of the highest numbered element leader and will regulate the direction and rate of marching (front-right corner when in column formation).

2.1.4. Flight Leader - Trainee designated to lead the flight. The Flight leader ensures all flight members are accounted for during the duty day. The flight leader will be rotated daily and is responsible for opening and closing procedures in the flight room.

2.1.5. Road Guard - Trainee designated to stop traffic when trainees cross a road or parking lot.

2.1.6. Unimproved surfaces - All surfaces that aren't paved or concrete.

2.1.7. Flight pennant - The flight pennant, sometimes referred to as the "driver's license" for drill purposes, is a privilege awarded by the Flt/CC and MTI when required drill, dormitory, and curriculum standards have been met. It signifies a flight is permitted to march without supervision. The driver's license is symbolized by the presentation of the pennant for the guidon.

2.2. General Guidance for Formations (refer to AFMAN 36-2203, *Drill and Ceremonies*)

2.2.1. The formation leader's first responsibility is the safety of the formation. Therefore, situational awareness of the surroundings is critical and must be maintained at all times, even when stationary.

2.2.2. Trainees will not talk while in formation.

2.2.3. Double Time. Trainees may double time after one hour has elapsed from the last meal. Trainees may double time on paved surfaces to and from physical conditioning activities except when crossing the street. Trainees will not double time during hours of darkness for safety reasons (**EXCEPTION:** Approved formation runs may take place during dawn and dusk, and if the formation is carrying flashlights or reflective gear).

2.2.4. All trainees will move on sidewalks, parking lots, troop walks, and other improved surfaces. When there are none available, use unimproved surfaces with caution and while marching at ease.

2.2.5. The Flight leader will act as road guard for flights with 10 or fewer trainees. If traveling along a roadway, march with as few elements as practical (usually two) and in the designated running lane. If no designated running lane exists, trainees will march against the flow of traffic.

2.2.6. All members of a formation must carry operable fluorescent wand flashlights during hours of darkness and period of reduced visibility. (**EXCEPTION:** Reflective gear is a suitable substitute during formation runs.)

2.3. Marching Requirements.

2.3.1. OTS staff (or an Upper-Class BOT trainee) will escort each flight to all activities which require transit between buildings until they receive their "driver's license" (refer to paragraph 2.1.7). Formations are properly sized IAW AFMAN 36-2203. The flight leader, element leaders, and guides will be rotated daily to provide all trainees experience in each position. The drill leader and/or designated representative will schedule individuals to perform those duties. **NOTE:** Trainees may transit between bldg 1487 and 1487 annex unaccompanied prior to receiving driver's license.

2.3.2. Trainees will maintain flight integrity and march as a complete flight at all times, with the following exceptions; unless not possible, while exercising privileges, or when directed by OTS Staff. Barring one of these exceptions, the following guidance applies:

2.3.2.1. The trainee senior leadership and designated key staff may march alone and separate from their flights to monitor formation activity.

2.3.2.2. Trainees will march in a flight (or detail only as authorized by OTS Staff), going to and from physical activity/PT programs. For safety reasons, two or more trainees must participate in the aerobics/exercise programs together.

2.3.2.3. Fourth-, Third-, and Second-class trainees may march to the Fairchild Center (library), PCC, OTS Shoppette, dormitories, etc. as details. Flt/CC permission is required.

2.3.2.4. Trainees may march alone to and from work details and while performing details.

2.3.3. Trainees are not required to march while escorting guests during authorized privilege periods; however, they will maintain a professional military image and render proper military courtesies.

2.3.4. Right of Way for Formations. Under normal conditions, a formation will not pass another formation that is on the march. Formations may pass other stationary formations without requesting permission. The leader of a stationary formation must yield the right of way to a formation underway. If formations are on the march and converging on each other, leaders will yield the right of way to formations on their right.

2.4. Road Guards

2.4.1. General Information.

2.4.1.1. Required safety equipment (only when pulling road guard as a detail): fluorescent/reflective vest (worn by road guards during hours of darkness) and flashlight (during hours of darkness).

2.4.1.2. Trainees will not “piggyback” units (march more than one unit across the street without allowing traffic to proceed between them) when crossing streets. OTS staff may do so only when deemed necessary, but will make every effort not to obstruct the flow of traffic.

2.4.1.3. The flight leader will render all courtesies for the flight. If an officer (on foot) or staff vehicle passes (from the front) the person in charge will render courtesies. If a staff vehicle approaches the flight while crossing an intersection the road guard will not salute (due to safety). The person in charge will march the flight across the street, halt the flight, call in the road guards, and then render courtesies to the staff vehicle.

2.4.2. Procedures.

2.4.2.1. For safety reasons, flights will always be halted prior to entering a hazard area so the flight leader can ensure the safety of the posting road guards. (**EXCEPTION:** OTS Staff members certified in marching a flight are exempt from halting formations prior to posting road guards.)

2.4.2.2. The flight leader will move forward, post in front of the flight at the sidewalk/hazard edge.

2.4.2.3. The flight leader will wave traffic past OR motion for the traffic to stop by extending either arm and displaying the palm of the hand with the fingers pointed upward.

2.4.2.4. The flight leader will then march into the intersection and post in the middle of the road, perform an about face (so they're facing the flight), ensure traffic is stopped and command, **"ROAD GUARDS OUT."**

2.4.2.5. On the command, **"ROAD GUARDS OUT,"** the left road guard will go to the closest lane, and the right road guard will go to the farthest lane, face oncoming traffic at parade rest with the right arm up, palm flat with the fingers pointed upward. If carrying a flashlight, road guards will hold the flashlight in the extended arm with the beam pointed down.

2.4.2.6. The flight leader will command the flight to march across the intersection and perform the necessary facing movements so they can observe the flight at all times.

2.4.2.7. Once the flight is through the intersection, the flight leader will halt the flight and command, **"ROAD GUARDS IN."**

2.4.2.8. The flight leader will remain in the intersection and continue to halt existing traffic while the road guards return to the rear of the flight.

2.4.2.9. The flight leader does not give further commands (e.g., **"FORWARD MARCH"**) until rejoining the flight.

2.4.3. Road guards or formation leaders will report vehicles which fail to observe safety precautions or follow road guard directions. Trainees will report the time, place, type of vehicle, license number (if known), and description of the violation to their Flt/CC.

2.5. Flight Guidons

2.5.1. Each flight of six or more trainees will carry their guidon from start to end of academic day while marching from one location to another on Maxwell, except when specifically instructed by this manual or staff to do otherwise, or due to weather advisories announced by the OCC.

2.5.2. The guidon will be carried to all events except the Air Expeditionary Force (AEF) exercise, BELP/WLP, and PT. If there is no guidon holder at the event, the guidon bearer will make every effort to ensure the guidon is stored/displayed properly and will not become a safety hazard. Guidons will not be posted by jamming them into the ground.

2.5.3. Guidon Bearer. The flight guide will carry the guidon with the right hand. The guide will position the ferrule of the staff six inches from the ground when the flight is marching and resting on the ground when the flight is halted. Until the flight's pennant is awarded, flights will carry the guidon without the pennant. When the guidon is carried by a detail or a formation too small to be a flight, the guidon is carried by the individual on the front right.

2.5.4. Storage of the Guidon. Flight guides are responsible for storing the guidon in the appropriate rack when not in use. Guidons shall not be placed with the tip of the ornament on the ground or with the pennant wrapped tightly around the staff. During any drill class or parade practice, the guidon is placed by the first set of bleachers. If entering a building that does not have a storage rack, trainees will take the guidon inside with them and place it out of the way, leaning into a corner so that it will not fall. (**NOTE:** When entering a building with a guidon, trainees will announce “**GUIDON**” in order to alert others in the area to the hazard.)

2.5.5. Trainees will take care of the guidon. If any part of the guidon breaks, trainees will not attempt to repair it. They will take the guidon to the MTIs for repair.

2.6. Marching Under Force Protection Conditions (FPCON). FPCONs are basic military conditions of alert, with Normal being the lowest level. During actual or simulated FPCONs, use the following formations.

2.6.1. FPCON NORMAL. March in any size formation.

2.6.2. FPCON ALPHA. March in any size formation.

2.6.3. FPCON BRAVO. March in flights or smaller.

2.6.4. FPCON CHARLIE. Outside activities are canceled; however, movement around the OTS Complex is authorized in order to meet schedule requirements or as directed by staff. March at ease in details in order to enhance situational awareness.

2.6.5. FPCON DELTA. Outside activities are canceled. Minimize travel between buildings to that authorized by staff or the Operations Control Center (OCC). When moving between buildings, spread out and move quickly as individuals, not in any type of formation.

Chapter 3

TRAINEE UNIFORMS

3.1. Personal Appearance

3.1.1. Hair. All trainees will maintain hair in strict accordance with AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*. Male OTS trainees are not permitted block cuts at the back of the neck (must be tapered in appearance).

3.1.2. Facial Hair. Facial hair waivers granted by medical personnel IAW AFI 36-2903 must be presented to the Flt/CC. Trainees will be clean-shaven unless granted a facial hair waiver. **NOTE:** Trainees are not required to shave prior to morning PT, but will shave immediately afterwards (prior to donning the UOD). Trainees will not wear mustaches while in training.

3.1.3. Uniform Wear. The trainee uniforms are, with certain exceptions, the same as those worn by active duty personnel. Trainees will always wear the appropriate uniform of the day or specific duty uniform IAW AFI 36-2903 while on the OTS Complex. Each trainee is responsible for keeping the uniform neat, clean, pressed (as applicable) and in good condition.

3.1.4. Formation Standardization. Trainees will standardize uniforms, to include outer garments, when marching in formation.

3.2. Uniform of the Day (UOD)

3.2.1. Starting on arrival day, the UOD is mandatory for all trainees during normal duty hours. Exceptions will be decided by the applicable Squadron Director of Operations (DO). Always maintain standardization within the flight. The schedule will identify the specific UOD on the class schedule.

3.2.2. Exceptions to the UOD. Trainees may change out of the UOD into the uniform prescribed for field leadership events, such as PT uniform, ABU, or modified ABU.

3.2.3. Trainees will wear a uniform hat when outdoors unless authorized to remove it while participating in PT or field leadership (FL) activities, or in designated “no-hat” areas, such as the covered walkway between bldg 1487 and 1487 Annex. Hats are not to be worn with the BOT privilege uniform.

3.2.4. Medical Waivers. Trainees on a medical waiver requiring the wear of sneakers or other therapeutic foot/leg gear will wear the ABU (except when UOD is the PT uniform).

3.2.5. Changes to the UOD. 23 TRS/DO and 24 TRS/DO, for their respective squadrons, will decide if a sudden change in the weather dictates a change in the UOD. The DO, or designated staff member, will notify the trainee leadership of the designated UOD change as soon as it’s identified.

3.2.6. Trainee leadership will use common sense as situations arise—cold, rain, etc. Once the decision to add inclement weather gear (such as an over garment or black watch cap) is made, the Trainee leadership will ensure standardization throughout the organization.

3.3. Specified Wear of the UOD

3.3.1. The trainee standardization officer will be given the UOD for each day of training and provide the standardized combination (i.e. short sleeve or long sleeve blues). The standardization officer will make every effort to ensure all practical combinations of all uniforms are worn during the course. Refer to table 3.1 for authorized wear of uniforms on and off Maxwell AFB.

3.3.2. Parades. The UOD for the parade will be set by OTS/CC. All trainees will wear the UOD as prescribed. The primary uniform for parades will be short sleeve blue shirt (tucked in), trousers, low-quarters with black socks (no hose) and white gloves. Skirts and long

sleeve blue shirts are not authorized during parades. For parades in cold weather, the stand-by uniform is service coat, tie and black gloves.

3.3.3. Scheduled Meals. Trainees will wear the UOD to all meals in the OTS Dining Facility during duty hours. Wear of the PT uniform to meals is authorized when the previous or subsequent scheduled activity requires this uniform and the flight's dining priority does not permit time to change. The PT uniform may be worn to meals on weekends, holidays, and to dinner during the week (if the schedule allows).

3.3.4. Flight Room and Auditorium. Trainees will wear the UOD to all classes. Trainees may remove their ABU shirt at the instructor's discretion in the flight room and auditorium. If trainees depart the flight room or auditorium, they must don the ABU shirt before departing.

3.3.5. Field Leadership (FL). FL activities include flickerball operations, confidence course, LRC/Project X, and AEF. Trainees will wear ABU boots to and from LRC/Project X and carry athletic shoes, a towel and a change of uniform. While engaged in LRC/Project X, trainees will wear the modified ABU (ABU with athletic shoes). While participating in AEF, trainees will wear the ABU. OTS staff may authorize removing ABU hats and shirts.

3.3.6. Dormitories. Trainees will wear the UOD during duty hours. After duty hours, any authorized uniform may be worn in the OTS dormitories. Footwear is a mandatory part of every uniform. There is no mandatory sleepwear, but trainees will be clothed.

3.3.7. Trainees may wear shower shoes with the PT uniform in dorm rooms. Athletic shoes will be worn when ironing.

3.3.8. Trainees may remove their ABU shirt when performing work details. However, they must don the shirt immediately after the work detail ends.

3.3.9. Religious Services. Trainees will wear the uniform commensurate with their privilege status to religious services. If required, trainees may add religious apparel to their uniform while at their place of worship, but will remain within AFI 36-2903 dress & appearance standards while transiting to and from religious services. Trainees will contact their flight commander for exceptions.

Table 3.1. Authorized Uniform Wear Based on Destination

| | On OTS Complex | OTS Shoppette | Fairchild Center (library) | Golf Course | Maxwell AFB | Off Maxwell AFB |
|--------------------------------|----------------|----------------|----------------------------|----------------|----------------|-----------------|
| PT Uniform | X | X | | | | X ² |
| ABU | X | X | X | | X | |
| Blues | X | X | X | | X | X |
| Privilege Uniform ¹ | | X ³ | X ³ | X | X | X |
| Civilian Clothing ¹ | | X ⁴ | X ⁴ | X ⁴ | X ⁴ | X ⁴ |

- Notes: 1. Trainees will don this clothing and immediately depart the OTS complex. Trainees will don the appropriate uniform immediately upon return to the OTS complex.
2. Only authorized when in lodging facilities where athletic clothing would be the normal attire (pool, weight/exercise rooms, to/from vending machines). See paragraph 3.5.1 for more details.
3. Only when in Third-Class status or above.
4. COT/RCOT: when in 2nd class status or above. BOT: Only when in 3d Lt status.

3.4. Ribbons, Medals and Badges

3.4.1. Ribbons, medals and badges will be worn in accordance with AFI 36-2903.

3.4.2. Non-prior enlisted trainees are authorized to wear the National Defense Service Medal if they meet Department of Defense eligibility requirements. Trainees may also wear the Expert Marksmanship Ribbon immediately after earning it. The AF Training Ribbon is not authorized for wear until the graduation parade, at which point it will be mandatory if in Service Dress. (**EXCEPTION:** Trainees may wear the AF Training Ribbon for their flight and individual photos.)

3.5. Civilian Clothes. Trainees may wear civilian clothes off base, or off OTS Complex, when authorized by class status or direction from the owning squadron commander. When wearing civilian clothing, trainees must immediately depart the OTS Complex after changing into civilian clothes. Wear only civilian clothes that are in good taste. T-shirts with statements or logos must be conservative, in good taste and without ethnic, sexual, political, or religious overtones that will discredit the military (refer to AFI 36-2903 for more clarification on other types of inappropriate civilian clothing). Upon returning to the OTS Complex, trainees must go directly to their rooms and change into an appropriate uniform.

3.5.1 Swimwear. Trainees may wear swimwear if at a pool on or off Maxwell AFB. Swimwear may not be worn on the OTS complex, even if departing or arriving. Trainees will change into swimwear at the swimming pool facility before entering the pool, and change out of swimwear immediately upon leaving the pool area. (**EXCEPTION:** Trainees staying at a hotel or similar facility off base may change in their rooms. In this case, trainees will proceed directly to their destination while wearing swimwear.)

3.6. Airman Battle Uniform (ABU)

3.6.1. General Wear. Wear of the ABU will be per AFI 36-2903. Trainees will wear desert sand T-shirts under the ABU shirt. Do not starch or hot press the ABU.

3.6.2. ABU Shirt. ABUs will be configured with sewn-on name and US Air Force tapes, as specified in AFI 36-2903.

3.6.3. Name Tag. Trainees will wear a plastic name tag until all trainees in their class have the nametape and US Air Force tape sewn on their ABU shirts. The nametag will be

centered and level with the right breast pocket flap. The name tag will be 3 1/2 inches wide by 2 3/8 inches high and have the trainee's name, flight designation, and Flt/CC name centered in large bold letters. Squadron colors will be used for the name tags. Each squadron may personalize the name tag with a squadron logo, but it must be standardized within the squadron and approved by the respective SS/CC.

3.6.4. Boots. ABU boots will always be worn with the ABU unless trainees possess a written waiver or are participating in field leadership events. Trainees may wear Desert Combat Uniform boots with the ABU during field leadership events (EXCEPTION: Trainees will wear tennis shoes during LRC.)

3.6.5. ABU Rank Insignia

3.6.5.1. COT/RCOT trainees will wear rank insignia in accordance with AFI 36-2903. BOT trainees will refer to Paragraph 10.2 for wear of BOT rank insignia.

3.6.5.2. For safety purposes, metal rank will be removed from ABUs during the following events: LRC (if ABU shirts are worn), Ropes Course, Rappel Tower, and Confidence/Assault Courses.

3.6.6. Web Belt and Canteen. Web belts and canteens are only worn with ABUs and PT uniforms.

3.6.7. Headgear. Trainees will wear the ABU cap or black watch cap (in cold weather and with outer garment) with the ABU.

3.7. Blues

3.7.1. Service Uniform

3.7.1.1. General Wear. Wear of the service uniform will be in IAW AFI 36-2903.

3.7.1.2. Blue Shirt. Trainees will wear nametag, shoulder rank insignia and badges on both the short sleeve and long sleeve blue shirt. All Trainees will wear their shirts tucked in. (EXCEPTION: Based on the combination set by the trainee standardization officer, females may wear the semi-form fitting ("princess-style") blouse un-tucked.)

3.7.1.3. Shoes. Male and female trainees will wear low quarters. Female trainees are permitted to wear skirts or pumps while at OTS. (NOTE: Females will wear pumps with the Mess Dress uniform.)

3.7.1.4. Headgear. Trainees wear the appropriate male or female flight caps with all blue uniform combinations. BOT trainees will refer to Paragraph 10.2 for wear of BOT insignia. COT/RCOT trainees will wear appropriate rank insignia as outlined in AFI 36-2903.

3.7.1.5. Sweater. Trainees may wear either the cardigan or pullover sweater.

3.7.1.6. Lightweight Blue Jacket. BOT trainees will refer to Paragraph 10.2 for wear of BOT insignia. COT/RCOT trainees will wear metal rank as outlined in AFI 36-2903. Black gloves are optional with this item.

3.7.1.7. Gig Line. Trainees will align the button front edge of the shirt, the straight edge of the belt buckle (right edge for males, left edge for females) and the edge of the zipper fly in a straight line. The metal tip of the belt will be aligned with the belt buckle so no belt fabric is displayed (metal grounded to metal). For males, the belt tip will be to the wearer's left. For females, the belt tip will be to the wearer's right.

3.7.2. Service Dress Uniform

3.7.2.1. General Wear. Wear of the service uniform will be per AFI 36-2903. The following items will be worn with proper combinations of the service uniform.

3.7.2.2. Service Coat. Trainees will wear authorized ribbons, badges and devices (including officer-type US insignia). Trainees who qualify for the National Defense Service Medal or earn the Small Arms Expert Marksmanship Ribbon during M-9 qualification may wear these ribbons immediately.

3.7.2.3. Service Dress Uniform Insignia. For the service dress coat and blue shirt, BOT trainees will refer to Paragraph 10.2 for wear of BOT rank insignia. COT/RCOT trainees will wear appropriate rank insignia as outlined in AFI 36-2903.

3.8. Mess Dress

3.8.1. Trainees will wear the Mess Dress to the Dining-In/Out. Trainees will wear all authorized badges, medals, and devices in accordance with AFI 36-2903. Hard shoulder boards will be worn with the mess dress uniform. Headgear is not worn with this uniform. Saluting is not required when outdoors. Trainees will wear ABUs to the Combat Dining-In.

3.8.2. Grade insignia will consist of shoulder boards with the appropriate officer rank or OT grade insignia based upon OT position.

3.9. Inclement Weather

3.9.1. Watch Cap. During cold weather, trainees may wear the black watch cap with PT, ABU, and privilege uniforms. Applicable outer garments must be worn in conjunction with the watch cap. Additional headgear will not be worn with the watch cap (Exception: trainees may wear watch caps under combat helmets for cushioning, but will not be visible.)

3.9.2. All Purpose Environmental Clothing System (APECS) parka. Trainees may wear the APECS during inclement weather with the ABU. Black gloves may be worn with the APECS. BOT trainees will refer to Paragraph 10.2 for wear of BOT rank insignia. COT/RCOT trainees will wear rank insignia in accordance with AFI 36-2903.

3.10. Accessories

3.10.1. Eyeglasses and Sunglasses. Eyeglasses and sunglasses must comply with AFI 36-2903. Faddish styles and mirrored lenses are prohibited. Sunglasses, to include photosensitive lenses, are prohibited in formation. Eyeglasses and sunglasses must be stored when not in use and are not authorized to be worn around the neck, on top of the head, or hanging from any part of the uniform. An eyeglass strap must be worn while participating in PT and FL activities. Eyeglass straps will be a solid black or dark blue, form fitting, and without ornamentation. Glasses with earpieces that wrap completely around the ear may be worn without the strap.

3.10.2. Contact lenses. Contact lenses will not be worn during FL activities.

3.10.3. Handbags. Females may carry authorized handbags while in formation. The handbag may be carried over the left shoulder if it has a strap. Carrying a handbag must not hamper a trainee from rendering appropriate customs and courtesies. Women may not carry handbags while in the PT uniform, during drill lessons, or in parades. Security of the handbag is the trainee's responsibility.

3.10.4. Metal Taps. Trainees will not wear metal taps on their boots or shoes while at OTS.

3.10.5. Jewelry. Jewelry will be worn in accordance with AFI 36-2903. Absolutely no jewelry, including wedding bands will be worn at any PT or FL event, or at the confidence or assault courses. If a ring cannot be physically removed, the trainee will report to the IDMT and the ring will be covered with medical tape. Rings that can be removed will not be taped; they will be removed.

3.10.6. Watches. Watches will not be worn at any FL event or the confidence and assault courses. Trainees who have watches with hourly chimes will turn the feature off during the duty day.

3.11. Air Force Physical Training (PT) Uniform

3.11.1. General Wear. Wear of the AF PT gear will be in accordance with AFI 36-2903 while **actively engaged** in physical training. The following guidance applies at all other times. General wear of this uniform consists of shorts, T-shirt (tucked into shorts), plain white socks, athletic shoes of conservative color, jacket (zipped even with "US Air Force" logo or higher), and wind pants (zipped completely). Light grey Air Force sweats are authorized to be worn under jacket and pants in cold weather, and Student Squadron color-designated reflective belt.

3.11.2. Female trainees will wear their hair IAW AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel* as they would with blues or ABUs, including marching to and from PT. **EXCEPTION:** when actively participating in PT, females may wear their hair as prescribed for AF PT gear IAW AFI 36-2903.

3.11.3. Sweat Suit. Light grey AF sweats are authorized only for wear inside dormitories. When worn, the sleeves and pant legs will be kept fully down, with reflective belts around

the waist. Sweats may be worn outside of dormitories only in cold weather as a liner for AF PT jacket and wind pants. Sweats will not be worn without the jacket and wind pants while actively engaged in PT.

3.11.4. Reflective Belts. Reflective belts with designated Student Squadron color will be worn around the waist at all times in AF PT gear (to include during PT).

3.11.5. Wear of the AF PT Gear outside the OTS complex. Trainees will not wear the AF PT uniform at any location outside the OTS Complex unless specifically authorized by commissioned staff (e.g. community service work details) or this manual. Trainees may wear the PT uniform off-base when engaged in fitness activities, such as Joint Military Athletic Competition (JMAC), when in off-base quarters (such as a motel) or when in the immediate vicinity of quarters when athletic clothing would be the normal attire (pool, weight/exercise rooms or to and from drink/food machines). Trainees will not wear PT gear to cafes, restaurants, fast food facilities or other such public areas.

3.11.6. Name Tags. All Third- and Fourth-class trainees will wear a plastic name tag in the same relevant position as described in paragraph 3.6.3 of this manual. (**Exception:** Name tags will not be worn during PT activities, but will be worn when transiting to and from PT activities.)

Chapter 4

DINING FACILITY PROCEDURES

4.1. Dining Facility Entrance Procedures

4.1.1. Dining Priorities (DPs). Flights and trainees will arrive no more than three minutes before or after their scheduled dining priority. The flight leader will note the time they halt the flight at the dining hall as their arrival time. For example, if a flight has to wait for another flight to clear the bay area, they will still annotate their initial halting time as their official arrival time. Flight leaders are responsible for coordinating with other flight leaders awaiting entry to ensure they do not skip or make another flight late by arriving out of their 6-minute arrival window. BOT trainees in 3d Lt status and COT/RCOT trainees in First- and Second-Class status are not required to meet evening DP. The Saturday evening meal, all Sunday meals and holiday meal periods are optional for trainees who have a privilege status of Maxwell AFB or higher. Regardless of class position, trainees with OTS Complex privileges must meet their flight's dining priority. Trainees performing Charge of Quarters (CQ), Assistant Charge of Quarters (ACQ) and members of details are exempt from scheduled DPs. Trainees will utilize time management skills and prioritize appropriately in order to meet flight dining priorities.

4.1.2. Trainees may wear the UOD or PT gear while in the dining facility. Trainees are not authorized to wear the OTS privilege uniform or civilian clothes in the dining facility.

4.1.3. Arriving at Dining Facility (See Figure 4.1).

4.1.3.1. If there are no flights waiting in the Right or Left Door position, the flight leader will direct flight into either available position. Guide will not go past hold line in front of inside door.

4.1.3.2. If there are flights in both the Right and Left Door positions, flight leaders are responsible for coordinating with other flights to maintain correct DP order.

4.1.3.3. If there are flights in both the Right and Left Door positions, flight leaders may check in after advancing to the Right or Left Door position with the time the flight arrived in the holding position to make their assigned DP's. Flights will hold as follows:

4.1.3.3.1. Flights arriving from bldg 1486/1488 will wait in position Dorm 1 (Dorm 2, etc) along the walkway near the dining hall pad, as close to the edge of the walkway as possible. As the Right or Left Door positions become available, flights will march into these positions.

4.1.3.3.2. Flights arriving from the bldg 1489, 1491, or PT/drill pad will wait in position PCC 1 (PCC 2, etc) along the walkway leading to the Fitness Center and as close to the edge of the walkway as possible. As the Right or Left Door positions become available, flights will march into these positions.

4.1.3.3.3. Flights arriving from the academic building will wait in position Center 1 (Center 2, etc) along the walkway to the academic building, as close to the edge of the walkway as possible. As the Right or Left Door positions become available, flights will march into these positions.

4.1.3.3.4. Unless directed otherwise by staff or the chow monitor, BOT flights will eat on the left side of the dining facility, COT/RCOT flights will eat on the right side of the dining facility.

4.1.3.4. Mess Checker Procedures

4.1.3.4.1. The summer surge period will be defined by the OTS staff.

4.1.3.4.2. Mess checkers will pick up the dining priority list and Meals-Ready-to-Eat (MREs), prior to the first flight's arrival time at the dining facility and will work as a team until the last flight (regardless of program) has met their dining priority. The on-duty mess checkers have the authority to clear flights into the dining facility early/late if there are no other flights waiting and the early/late flight will not inhibit any other flight's on-time entry into the dining facility.

4.1.3.4.3. When a flight leader is reporting in to the mess checker, they don't need to interrupt reporting procedures to greet and salute commissioned staff. If, however, the mess checker is not actively performing his/her duties, he/she will render the proper greeting and salute to all commissioned staff.

4.1.3.4.4. Reporting to mess checker during summer surge period (as defined by the OTS staff). The flight leader will halt the flight and then take the most direct and

unobstructed route to within one pace in front of the mess checker, halt, initiate a salute and say, "SIR/MA'AM, FLIGHT __REPORTS WITH A DINING PRIORITY OF __. WE ARRIVED AT __." If the flight arrives on time, the mess checker will say, "YOU HAVE ARRIVED ON TIME, YOUR FLIGHT MAY ENTER." If the flight arrives late, the mess checker will say, "YOUR FLIGHT HAS ARRIVED LATE, EXIT THE DINING FACILITY IMMEDIATELY AFTER RECEIVING YOUR MREs". The mess checker will annotate the early/late flight and will issue one MRE per trainee in the flight. After the mess checker gives instructions, the flight leader will ask, "WILL THAT BE ALL, SIR/MA'AM?". After the mess checker responds, the flight leader will salute, return to the flight and await entering the dining facility. When exiting the dining facility, trainees do not salute the mess checker.

4.1.3.4.5. Reporting to mess checker during non-summer surge period. The flight leader will halt the flight and then take the most direct and unobstructed route to within one pace in front of the mess checker, halt, initiate a salute and say, "SIR/MA'AM, FLIGHT __REPORTS WITH A DINING PRIORITY OF __. WE ARRIVED AT __." If the flight arrives on time, the mess checker will say, "YOU HAVE ARRIVED ON TIME." If the flight arrives late, the mess checker will say, "YOUR FLIGHT HAS ARRIVED LATE.". The mess checker will annotate the early/late flight. After the mess checker gives instructions, the flight leader will ask, "WILL THAT BE ALL, SIR/MA'AM?". After the mess checker responds, the flight leader will salute, return to the flight and await entering the dining facility. When exiting the dining facility, trainees do not salute the mess checker.

4.1.3.4.6. After their shift ends, on-duty mess checkers will place their flight arrival time records in the dining priority binder located in the OCC.

4.1.3.5. Inclement Weather Dining Facility Procedures (See Figure 4.2). During extreme unpredicted weather conditions, such as severe lightning or hail storms, **exercise common sense and safety and enter the dining facility by the most direct means available!**

4.1.3.6. If arriving to the Dining Facility during heavy rain or Black Flag heat conditions, and there are no flights waiting, flights will enter to the Right Door or Left Door positions. If the Right Door and Left Door positions are filled, flights will march into the center of the overhang and then sidestep toward the door positions. Up to six flights may seek shelter under the overhang if necessary (see Figure 4.2).

4.1.4. The area outside the dining hall will only be called to attention for colonels (O-6) and above. The first trainee to see one of these officers will call the area to attention, salute the officer(s), and render the greeting of the day. When the officer returns the salute the trainee will drop their salute and direct the area to carry on "**CARRY ON.**" When other commissioned officers approach, formation leaders will come to attention and call their formations to attention before rendering salutes.

4.1.5. Trainees will not bring attaché cases and other gear into the dining facility. Only canteens and ponchos may be brought into the dining facility. Trainees will place their gear

neatly on the backs of or underneath their chair. (**EXCEPTION:** If it is raining during meals and trainees will be returning to the dorms immediately afterwards, staff may direct them to take their attaché cases or other gear with them to the dining facility.)

4.1.6. All trainees will refrain from talking in the dining facility except during an emergency, when answering direct questions from senior trainees, staff, or dining facility personnel, or when seated and allowed to engage in conversation based on class status.

4.2. Serving Area Guidance

4.2.1. Upon entering the dining facility form two lines even with the edge of the wall. The two trainees in front of the line remain at attention; all those behind them assume the position of parade rest. Before moving forward, trainees will look both ways and then proceed into the serving area. While moving in the dining facility, trainees may not talk or look around unless addressed by a staff member or dining facility staff. Refer to Figure 4.3 for proper file and direction of movement. Trainees may pass each other in the serving area if they are not waiting for the same food items. Trainees must execute proper situational awareness to ensure that they do not run into or obstruct the path of one another while moving through the dining facility. (**NOTE:** Trainees will not square corners while carrying trays, but will square corners in non-carpeted areas if unencumbered.)

4.2.2. If a trainee needs to use the restroom, they will proceed directly to the restroom once they've entered the dining facility. Upon exiting the restroom, they will go to the back of the line waiting to post into the serving line.

4.2.3. Upon reaching the tray and silverware stand, trainees will step forward, execute a facing movement, and take a tray along with the appropriate silverware. Trainees will not step forward unless there is room on the serving line to place the tray. Trainees will not perform facing movements while in the serving line—they will side step through the entire serving line (heels together when halted).

4.2.4. When using the salad bar and water fountain, trainees will go to the farthest available serving area in order to minimize backup.

4.2.5. All trainees will consume a minimum of three full 8-oz. glasses of drinking water or sports drink per meal (24oz). Trainees may have juice, coffee, etc. in addition to the required liquids. Trainees experiencing difficulty with fluid intake will report to the IDMT office during sick call to be evaluated for a fluid consumption waiver. Trainees must possess a fluid consumption waiver in order to deviate from this requirement. Upon reaching the register, trainees will give the cashier the required information or pay for the meal and proceed to the dining area for direction to the appropriate seat (refer to Figure 4.3).

4.2.6. While moving through the dining facility, trainees may have to pass others in the serving line, at the cashier, or elsewhere. When doing so, trainees will alert the other individual to their presence and intent to pass by saying, "**SIR/MA'AM, EXCUSE ME.**"

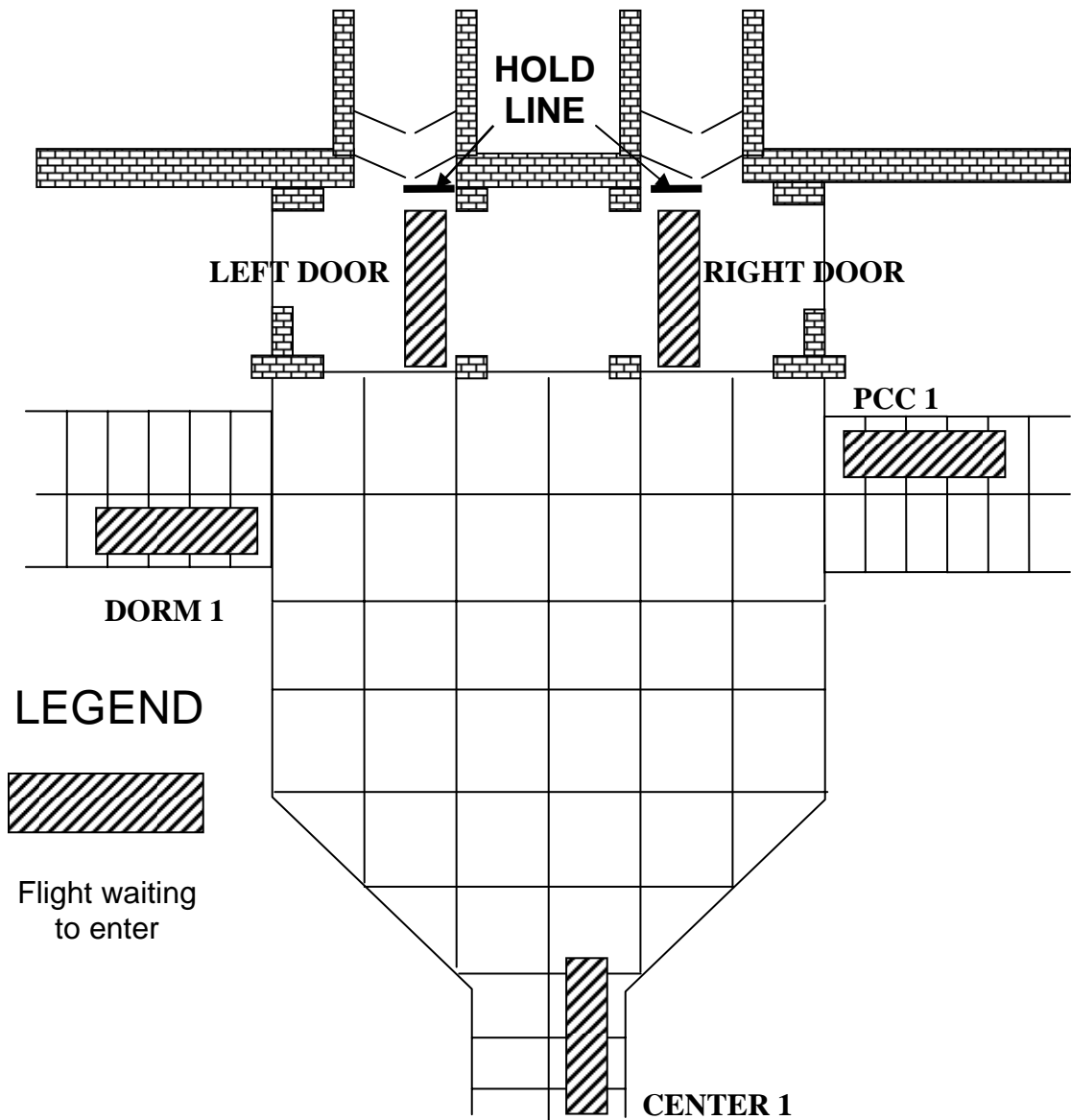
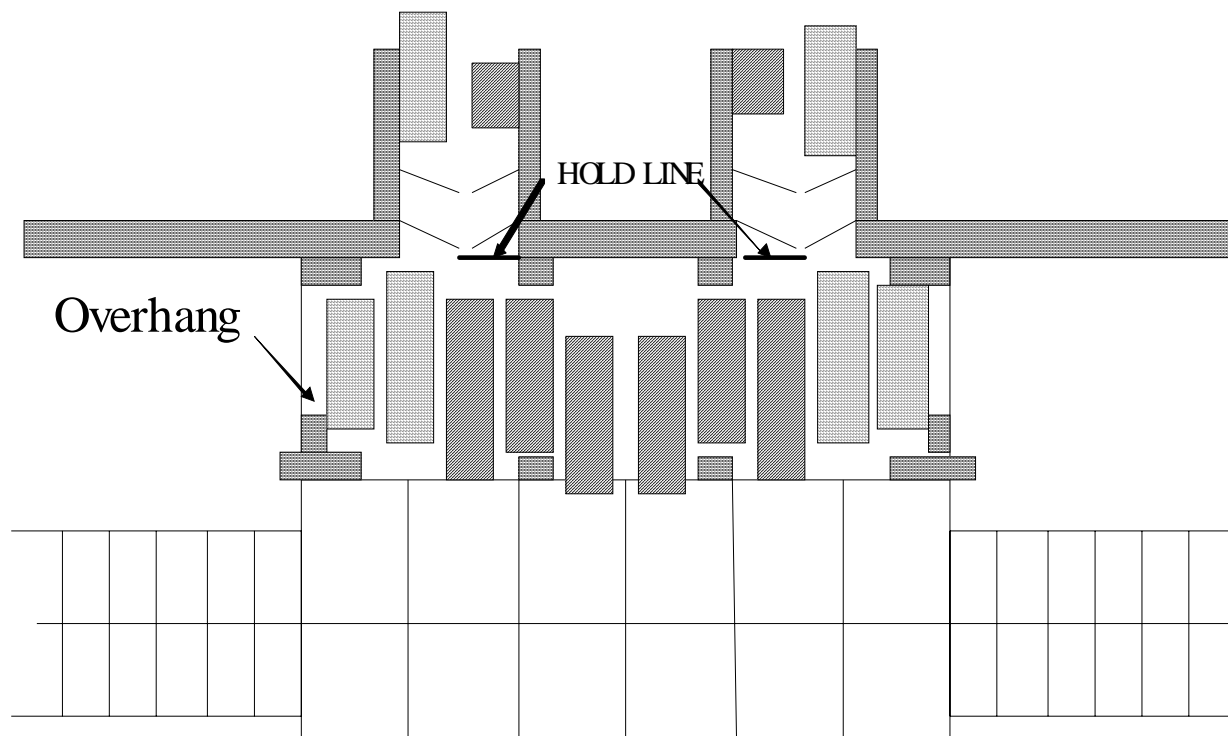
Figure 4.1. Arriving at OTS Dining Facility (Standard Procedures)

Figure 4.2. Arriving at OTS Dining Facility (Inclement Weather)



LEGEND

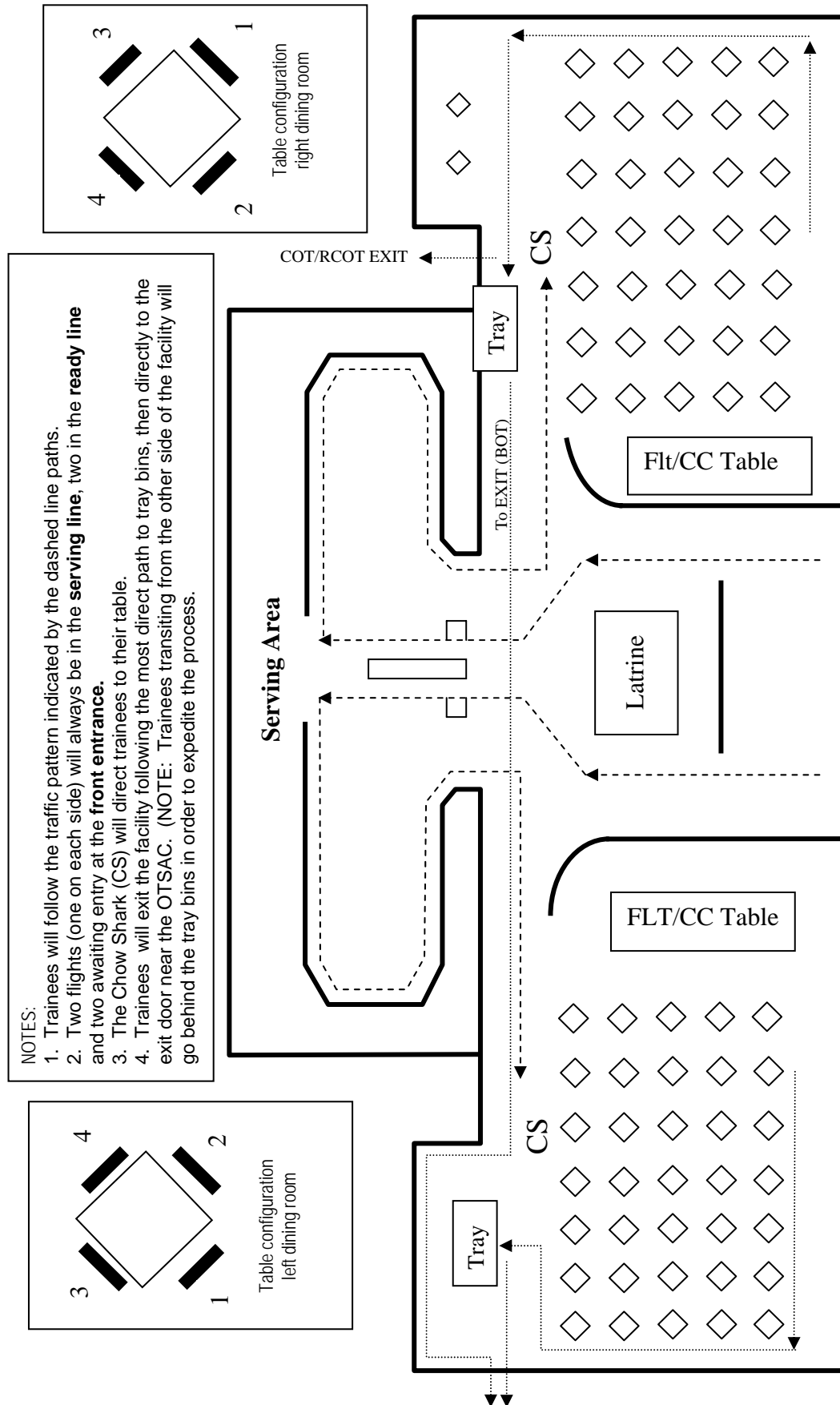


Flight waiting to enter



Flight forming up to leave

Figure 4.3. OTS Dining Facility (Interior)



Note: 1. Drawing not to scale.

4.3. Dining Area Guidance

4.3.1. Tight Meals.

4.3.1.1. Tight meals are designed to instill self-discipline, a sense of military bearing and individual attention to detail. Tight meals include no talking or looking around. All trainees start eating tight meals beginning with their arrival and end eating tight meals as described in this section. The following guidelines apply whether or not a trainee is eating. Tight meals, by definition, include sitting at the position of modified attention.

4.3.1.2. Trainees will sit at attention with back straight (not resting on the chair back) and shoulders squared. Elbows will not be placed on the table or chair arms. If leaning forward is needed to prevent spilling food, trainees will bend forward slightly from the waist, but not relax the position of attention.

4.3.1.3. Trainees will not talk to each other at the table during a tight meal. Trainees may answer questions directed at them by OTS staff or dining facility personnel.

4.3.1.4. Upon achieving Third-class status, breakfast and lunch remain tight meals, but Third-class trainees may talk softly while eating dinner. Talking is only allowed at individual tables. Chow sharks will ensure discussions are only loud enough to be heard at the table to keep the overall volume at a reasonable level.

4.3.1.5. Second-class and above trainees do not have tight meals. They must still ground their trays and utensils, but may sit in a relaxed position and speak softly. Trainees will maintain an appropriate volume level by following the guidance in paragraph 4.3.1.4.

4.3.2. COT trainees will fill seats starting at the tables closest to the staff table. BOT trainees will seat in accordance with Figure 10.7. When filling appropriate spots at a table, trainees will start with the lowest number as indicated in Figure 4.3. Once halted in position, trainees will ground the tray to the front edge of the table and centered, ensure all items on the tray are arranged according to Figure 4.5., and assume the position of attention. Trainees will remain at attention until the table is filled or a reasonable amount of time (20 seconds) has passed and then take a seat. **NOTE:** Trainees will sit with members of their respective class and program. Under no circumstances will these classes/programs mix at tables.

4.3.2.1. When the last trainee (position 4) arrives and stands at attention they will instruct the table to “BE SEATED”. All trainees will place canteens and coats (if worn) on the back of the chair and sit down. Once seated, trainees in positions 2 and 3 will pass a napkin to the trainee on their right and then take one for themselves. Napkins will be placed on the trainee’s lap.

4.3.2.2. The trainee in Position 4 will state “MOMENT OF SILENCE” to accommodate those who wish to pray before their meal. When everyone at the table is ready, position 4 states “Enjoy your meal”.

4.3.3. Trainees maintain the configuration of trays according to Figure 4.4. Furthermore, they will obey all table etiquette to include the proper grounding of silverware while eating (Figure 4.5).

Figure 4.4. Tray Arrangement

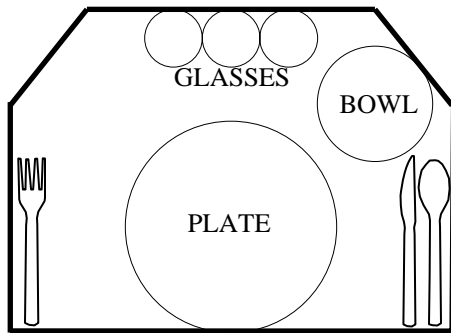
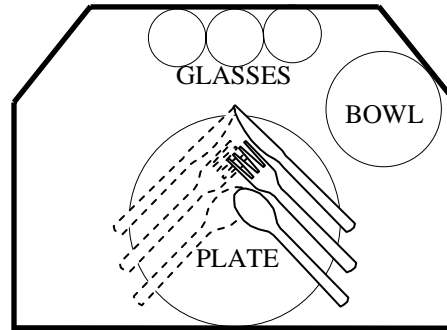


Figure 4.5. Grounded Utensils



4.3.4. Trainees will center and ground the main dish to the long side of the tray (facing the trainee). Furthermore, trainees will center and ground all glasses at the far side of the tray away from the trainee (trainees may have more than three glasses per sitting). In addition, trainees will center (if possible) and ground bowls to the oblique angles of the tray. During the meal, when trainees lay their utensils down, they will properly ground them in accordance with Figure 4.5. To ground silverware, simply place the utensil on the left or right (this is for the hand you used the item in) at an angle commensurate with the 12 and 3 o'clock, or 12 and 9 o'clock positions on the plate. Example: When cutting food, the fork may be in the left hand and the knife in the right. When placing the items on the plate, the fork will be placed 12-9 o'clock and the knife from 12-3 o'clock. There is no need to ground a clean item on the plate.

4.3.5. If addressed by a staff member with intent to engage in conversation that does not apply to on-the-spot corrections, trainees will finish swallowing, rise to the position of attention, and respond appropriately.

4.3.6. Trainees will place a napkin on top of the tray to signify they are finished with the meal.

4.3.7. Trainees will have up to 20 minutes to eat their meal from the time the last person at their table sits down. However, trainees may not use this as a reason for missing a scheduled event. 20 minutes is a maximum and not a goal. Trainees will make every effort to eat and leave the dining facility as quickly as possible. Trainees may be required to rush in order to remain on schedule.

4.3.8. Televisions will always be set to a news channel or, if desired during bad weather, the Weather Channel.

4.3.9. Leaving the Table.

4.3.9.1. Trainees may leave their table to get additional food or drink. To leave the table, trainees will ground the chair to the edge of the table, come to attention, and proceed to the serving line (refer to Figure 4.3 for exit routes). Upon returning to the table, trainees will place food/drink on the table, come to attention, and sit down.

4.3.9.2. Once everyone at the table has finished eating (all occupants of the table have napkins on their tray), trainees in Positions 2 and 3 will pass all the items from their trays to trainees in Positions 1 and 4. Trays will be stacked and carried to the cabinets by two when possible. If there are three trainees, one trainee will carry his/her own tray. If a trainee is unable to carry the tray due to restrictions, the other trainees will make the appropriate adjustments to carry the tray. Once trays are stacked, trainees will stand, don their canteens/coats, ground the chairs to the right side of the table, and then momentarily assume the position of attention. The trainee in Position 1 will proceed to the tray cabinet. The trainee in Position 3 will lift the napkin holder while the trainee in Position 2 wipes down the table. The trainee in Position 4 will wait to collect any waste left over from cleaning and then proceed to the tray cabinet. After complete position duties, trainees will proceed to the exit in a military manner. (**NOTE:** Food will not be removed from the dining facility without pre-coordinated Flt/CC permission [e.g. religious, medical reasons] or as part of official duties [e.g. to pick up boxed meals for trainees on quarters].)

4.4. Departing the Dining Facility

4.4.1. If trainees have their coats on the backs of their chairs, the items will need to be worn properly before leaving the table. Headgear will be worn when exiting the building.

4.4.2. Unless other guidance is issued from the Squadron Commanders or DOs (due to changes in OTS Complex activity, such as ROTC, NCO Academy, etc. on site), BOT flights will exit the dining facility from the left side door (OTSAC side of the building) near the tray cabinets and march directly to the area near the flag pole. COT/RCOT trainees will exit on the right side and form up along the sidewalk leading from the dorms. In higher FPCONs, when the side door is not available for use, flights will exit the dining facility through the front door on the side they entered, or as directed by the chow sharks.

4.4.3. Trainees will form up in line formation in the designated area and wait for the rest of the flight to form up. (**NOTE:** Trainees will form up in two elements until taught line formation by a MTI in the “Formation of the Flight” lesson.) The first two trainees in a flight to exit the Dining Facility will proceed to the front of the dining facility to retrieve the guidon and then fall in appropriately with the flight. When retrieving the guide the tallest trainee will be on the right and will carry the guidon. As soon as all the members have joined the flight, the flight leader will march the flight to the next scheduled activity.

4.4.4. When departing the Dining Facility during heavy rain, flights will form up under the overhang on the same side in which they ate their meal. Up to two flights may form up under

the overhang on each side, depending on weather conditions. Two additional flights may form up in the hallways inside the dining facility if necessary.

4.4.5. If there is lightning within five miles of the OTS Complex, trainees will not form up into flights. They will proceed directly from the Dining Facility to the academic building or dorm as appropriate. Flights will leave their guidons at the dining facility. The guidon bearer and wingman will retrieve the guidon at the earliest possible time after weather restrictions are lifted, even if that means first thing the next morning.

4.4.6. Flights will not depart the dining facility during hail storms and severe winds unless directed to do so by OTS commissioned staff. Flights will wait for the “all clear” from commissioned staff before exiting the dining facility during these circumstances.

4.4.7. Crossing the Blue Line. The Blue Line painted outside the Dining Facility near the OTSAC provides a recurring reminder for trainees of the ceremony performed on arrival and their personal commitment to our nation, service, unit, and themselves. **Do not step on the Blue Line at any time.** All trainees will accomplish the procedures in this section any time they approach the Blue Line, from either direction.

4.4.7.1. Trainees will exit the Dining Facility or OTSAC and march as an individual or in details of two. (Details of three or four may not be used since the detail must be just one rank deep when crossing the Blue Line.)

4.4.7.2. Trainees will march up to the Blue Line and halt just before crossing. When marching as a detail of two, the detail leader will command “**DETAIL HALT**” as needed to stop just in front of the Blue Line.

4.4.7.3. While halted at the position of attention, each trainee will quickly recite the Honor Code (silently), consider the Core Values, and think about what it means to be an officer.

4.4.7.4. After this short pause (4-5 seconds), trainees will step across the Blue Line and continue forward. Detail leaders will use the command of “**FORWARD MARCH**” while individuals step across silently.

Chapter 5

HEALTH, FITNESS AND WELFARE

5.1. Trainee Weight Standards. All trainees will receive a height and weight check during initial processing by the 22 TRSS staff. Trainees who do not meet body mass index (BMI) standards, will be given a body fat test.

5.2. Physical Training (PT). OTS uses PT to help trainees improve their physical fitness level and prepare for the PFA. Any trainee failing a PFD/PFA or placed on an extended medical

waiver will report to the PT staff. The PT staff will coordinate with the trainee to establish a workout routine.

5.3. Physical Training Class

5.3.1. Opening Class Formations. Fall in by squadron. Form up in column formation, without a guide. The class will form up with each squadron facing their squadron PT leaders. The squadrons are arranged in order as directed by the PT staff during the initial PT lessons in Week 1. Prior to the start of the PT session, trainees will ground their gear (caps, nametags, canteens, web belts and field jackets). The gear will be standardized and grounded in straight lines. Spacing will be double arms length apart on each side and to the front and rear. The Wing/Group Fitness Officer ensures the group is at parade rest and prepared for the PT session prior to but not later than 0515.

5.3.2. Reporting Procedures. The Wing/Group Fitness Officer initiates by commanding "GROUP". The squadron PT leaders will command "SQUADRON", followed by the Group Fitness Officer's command "ATTENTION". Starting with Squadron 1, each PT leader will salute the Group Fitness Officer and say "Ma'am/Sir, Squadron (-number-) is ready for instruction." The Group Fitness Officer gives instructions to trainees on medical waivers or that need to seek medical attention to fall-out behind him or her.

5.3.3. Class Procedures. The Wing/Group Fitness Officer commands "I am the center, FACE THE CENTER, FACE." The Wing/Group Fitness Officer begins each exercise by commanding "READY". The entire class will respond with "TEAM". The Wing/Group Fitness Officer then commands "EXERCISE". The Wing/Group Fitness Officer terminates each individual exercise by commanding "RELAX". Each set of exercises will be terminated by commanding "RECOVER" at which time the entire class will respond with "OTS!"

5.3.4. Closing Class Formations. Fall in by flight and squadron. The Wing/Group Fitness Officer will ensure everyone has put on their equipment and the formation is at attention. Then a member of the PT staff will dismiss the entire formation.

5.3.5. Trainees will not leave PT early for details. If a trainee has a duty conflict, they must obtain permission from their Flt/CC or SS/CC and will not report to PT that day. If the Flt/CC or SS/CC is not available, the trainee squadron commander or higher authority in the trainee organization may grant permission, but the Flt/CC or SS/CC must be notified at the first opportunity.

5.4. Physical Conditioning Facilities (PCF) and Athletic Equipment Use

5.4.1. The OTS PCF include the OTS Physical Conditioning Center (PCC) and the 1/4-mile track.

5.4.2. Most OTS facilities are reserved for trainee use.

5.4.3. The Maxwell Health and Wellness Center (HAWC) schedules the OTS track. Those who require use of the track beyond what the 22 TRSS reserves must coordinate with the HAWC.

5.4.4. The 22 TRSS staff must approve all requests to reserve the OTS PCC or PFA area.

5.4.5. Trainees who need to check-out any equipment must see the PT staff during duty hours and the Charge of Quarters (CQ) during non-duty hours (for flickerball equipment only).

5.4.6. Trainees who check out items must completely fill out an AF IMT 1297, *Temporary Issue Receipt* (prescribed by AFI 23-111, *Management of Government Property in Possession of the Air Force*), before equipment will be issued.

5.5. Control and Supervision

5.5.1. The 22 TRSS is responsible for control and supervision of all PCF activities during normal duty hours.

5.5.2. Trainees may use the OTS PCC during any free time. Trainees who wish to use the PCC during SMT that is not specifically scheduled for PT must receive Flt/CC authorization.

5.6. General Operating Rules

5.6.1. Trainees will wear the full PT uniform when using any PT facility. Shirts must be worn and sleeves may not be rolled up.

5.6.2. Users will immediately bring broken/deteriorated equipment or facilities to the attention of the PT staff or available OTS staff.

5.7. Safety

5.7.1. AETC Form 435, *Mishap Data Worksheet* (prescribed by AFI 91-204/AETC Sup 1, *Safety Investigations and Reports*). All trainee appointments/visits to the hospital or clinic due to injury, not illness, (either on or off duty) require completion of the AETC Form 435. The form also needs to be submitted anytime a trainee is involved in a vehicle accident on or off the installation. Follow-up appointments do not require additional AETC Form 435s unless a procedure will be done that results in more time lost from training.

5.7.2. The flight safety leader will complete the AETC Form 435 and provide it to their Flt/CC. A verbal report is required within 24 hours of the incident and the completed AETC Form 435 is due within 5 days.

5.8. Canteen Use

5.8.1. Trainees will wear their canteens under the following circumstances:

5.8.1.1. All physical conditioning classes (canteens may be removed when actually exercising).

5.8.1.2. During field leadership events, AEF exercise, and drill. Canteens may be removed when participating in FL activities and drill, at the discretion of the instructor or event coordinator.

5.8.1.3. At all times while in Fourth-class status and otherwise designated. Canteens do not have to be worn in the flight room, in the dining facility, or in the dormitory but will be worn in transit to and from these locations as applicable. When not worn, the web belt and canteen will be placed on the back of the trainee's chair (unless otherwise specified for location) for easy access.

5.8.2. Ranger Rope

5.8.2.1. To ensure proper hydration all trainees will utilize their Ranger Ropes to record the amount of fluids they have consumed.

5.8.2.2. Trainees will tie one knot in their Ranger Rope for each of the following:

5.8.2.2.1. After drinking three glasses of water or sports drink.

5.8.2.2.2. After they drink a quarter of a large (2 Quart), or half of a small (1 Quart), canteen.

5.8.2.3. Trainees will drink a minimum of two quarts of water (indicated by four knots in the ranger rope) by the first scheduled lunch DP and an additional two quarts prior to Lights-Out when operating at field events.

5.8.2.4. Trainees will remove all knots from their Ranger Ropes after lunch and at lights out.

5.9. Wet Bulb Globe Temperature (WBGT) Monitoring. The Operation Control Center (OCC) passes WBGT status to the training squadrons. The OCC is responsible for posting the WBGT indicator placards on all OTS building entrances/exits as well as posting colored flags on all applicable flagpoles located on the OTS Complex.

5.9.1. Acclimation. Acclimation is a term used to address the period of adjustment an individual's body requires to become accustomed to hot environments, per AETCI 48-101. Full acclimatization occurs through progressive degrees of heat exposure and physical exertion. All trainees will be considered non-acclimated for the first 15 calendar days on station. Personnel on or after 16 calendar days on station will be considered acclimated.

5.9.2. All trainees will carry the Heat Stress/Work-Rest Card between 15 April and 30 September.

5.9.3. Flag Conditions/Wet Bulb Globe Temperature. Refer to Attachment 6 for work/rest cycles based on flag conditions and examples of work loads. In all situations, staff and trainees will always use common sense and good judgment as certain environmental conditions may exist and need to be considered (e.g. yellow flag raised but class is being conducted on hot pavement creating conditions closer to red or black flag)

5.9.3.1. White Flag. When the white flag is raised, activity will proceed as normal except if work load falls under the 'hard work' category, observe 40 minute work and 20 minute rest cycles. Non-acclimated trainees will use caution while conducting physical training or extreme physical activity. Staff and trainees will closely monitor water intake.

5.9.3.2. Green Flag. When the green flag is raised, activity will proceed as normal except if work load falls under the 'moderate work' or 'hard work' categories.

5.9.3.2.1. Moderate work will observe 50 minute work and 10 minute rest cycles.

5.9.3.2.2. Hard work will observe 30 minute work and 30 minute rest cycles.

5.9.3.2.3. Non-acclimated trainees will use discretion in planning intense physical activity. The activity must be constantly supervised. Staff and trainees will closely monitor water intake.

5.9.3.3. Yellow Flag. When the yellow flag is raised, activity will proceed as normal except if work load falls under the 'moderate work' or 'hard work' categories.

5.9.3.3.1. Moderate work will observe 40 minute work and 20 minute rest cycles.

5.9.3.3.2. Hard work will observe 30 minute work and 30 minute rest cycles.

5.9.3.3.3. Non-acclimated trainees will use discretion in planning intense physical activity. The activity must be constantly supervised. Staff and trainees will closely monitor water intake.

5.9.3.4. Red Flag. When the red flag is raised, activity will proceed as normal except if work load falls under the 'moderate work' or 'hard work' categories.

5.9.3.4.1. Moderate work will observe 30 minute work and 30 minute rest cycles.

5.9.3.4.2. Hard work will observe 20 minute work and 40 minute rest cycles.

5.9.3.4.3. Trainees will march at ease only when participating in long distance marching (marching at ease is intended to allow trainees to drink water when needed and not considered moderate to hard work).

5.9.3.5. Black Flag. When the black flag is raised, work rest cycles will be implemented for all work loads.

5.9.3.5.1. Easy work will observe 50 minute work and 10 minute rest cycles.

5.9.3.5.2. Moderate work will observe 20 minute work and 40 minute rest cycles.

5.9.3.5.3. Hard work will observe 10 minute work and 50 minute rest cycles.

5.9.3.5.4. Trainees will march at ease only when participating in long distance marching (marching at ease is intended to allow trainees to drink water when needed and not considered moderate to hard work).

5.10. Heat Stress Disorders

5.10.1. Symptoms of Heat Stress Disorder. A heat stress disorder may be indicated by one or more of the following symptoms: weakness, nausea, dizziness, fever, faintness, profuse or decreased sweating, convulsions, lack of coordination, mental confusion, unconsciousness and abdominal or leg cramps. Personnel most susceptible to heat stress disorders are new arrivals from cooler zones and those who are poorly conditioned, have respiratory infection, were recently inoculated, or have heat rashes.

5.10.2. Actions Required. When one or more of these symptoms are present, personnel will immediately call an ambulance. If necessary, personnel will use a privately owned vehicle (POV) or stop a passing motorist and transport the individual to the nearest medical facility. As soon as possible, squadron leadership (DO or Commander), IDMTs (when on the OTS Complex), and the Staff Duty Officer (SDO), if applicable, must be notified.

5.10.3. Preventive Measures for Heat Stress Disorders. Trainees will limit their intake of heavy foods, maintain a high standard of personal hygiene and increase their water intake before field events, parade practices, and at meals during warm weather.

5.11. Emergency Procedures

5.11.1. Notifications. Specific procedures are posted in the Academic Building and the dormitories. Warnings and alerts in the academic building will be provided by the OCC through the intercom system. Warnings and alerts in the dorms will be made by the CQs. The OCC (or bldg 1486 CQ during non-duty hours) is responsible for running all appropriate checklists. Accountability is the primary concern once personnel are evacuated. Procedures for Fire, Gas Leak and Tornado are listed below. When emergency procedures are required in locations away from OTS Complex (i.e. flickerball operation fields, BLUE THUNDER site, Project X/LRC, etc.) the senior OTS staff member present will direct appropriate actions for staff and trainees to take, depending on the situation.

5.11.2. Fire Evacuation. The individual discovering the fire will activate the nearest fire alarm, proceed to the OCC (or bldg 1486 CQ during non-duty hours) to pass fire location/severity then proceed to the collection point for accountability with their flight.

5.11.2.1. Dormitories. Personnel will evacuate the dormitory through the nearest exit, while announcing loudly, "fire, fire, fire." Personnel will evacuate the dorm quickly and orderly. Personnel will wear a hard-sole shoe and wrap a blanket around themselves for nighttime evacuations or as needed. Once outside, personnel will stay clear of the building and proceed directly to the collection point at the Welch Field stands closest to the parking lot. Should this location be unavailable, personnel will proceed to the drill pad. Trainee leadership will gain immediate accountability for their respective organizations and pass information to the OCC/CQ.

5.11.2.2. Academic Building. Personnel will evacuate the building through the nearest exit. Once outside, personnel will stay clear of the building and proceed directly to the collection point at the Welch Field stands closest to the parking lot. Should this location be unavailable, personnel will proceed to the drill pad. Trainee leadership will gain immediate accountability for their respective organizations.

5.11.2.3. PCC or Dining Facility. Personnel will evacuate the building through the nearest exit. Once outside, personnel will stay clear of the building and proceed directly to the collection point at the Welch Field stands closest to the parking lot. Should this location be unavailable, personnel will proceed to the drill pad. Trainee leadership will gain immediate accountability for their respective organizations. After accountability has been taken and all personnel are confirmed out of the building, trainees will proceed to the respective flight rooms in the Academic Building (during duty hours) or dormitory rooms (after duty hours.)

5.11.3. Gas Leak Evacuation. The individual discovering the gas leak will proceed to the OCC (or CQ during non-duty hours) to alert them of the gas leak and proceed to the collection point at the Welch Field stands closest to the parking lot for accountability with their flight. Should this location be unavailable, personnel will proceed to the drill pad. Gas leak evacuation procedures mirror fire evacuation procedures but **DO NOT activate the nearest fire alarm!**

5.11.3.1. Dormitories. Personnel will evacuate the dormitory through the nearest exit, while announcing loudly, “gas, gas, gas.” Personnel will evacuate the dorm quickly and orderly. Personnel will wear a hard-sole shoe and wrap a blanket around themselves for nighttime evacuations or as needed. Once outside, personnel will stay clear of the building and proceed directly to the collection point on the Welch Field stands closest to the parking lot. Should this location be unavailable, personnel will proceed to the drill pad. Trainee leadership will gain immediate accountability for their respective organizations and pass information to the OCC/CQ.

5.11.3.2. Academic Building. Personnel will follow the same procedures as those for fire evacuation. Once accountability has been confirmed, the senior OTS staff member present will provide further direction.

5.11.3.3. PCC or Dining Facility. Personnel will follow the same procedures as for fire evacuation.

5.11.4. Evacuation Procedure during Severe Weather. When an evacuation (fire, gas, etc) must occur during severe weather (thunderstorms, lightning within five miles, freezing precipitation, wind chill of 32 degrees Fahrenheit or less, high winds, heavy rain or hail) or when directed by OTS commissioned staff, trainees will follow these procedures:

5.11.4.1. Dormitories. BOT OTs will proceed to Boyd Auditorium and COT trainees will proceed to Hoover Auditorium for accountability. The OCC/CQ will unlock large glass rear doors of Academic Building for entry after evacuation. OTS Staff members

will proceed to Academic Building and ensure trainee accountability. Trainees may be released to respective flight rooms after accountability at the discretion of the OTS staff.

5.11.4.2. Academic Building. Trainees will proceed to their respective dormitory rooms for accountability. OTS Staff will proceed to the dormitory day rooms and gain accountability.

5.11.4.3. PCC/Dining Facility. Trainees will proceed to their respective flight rooms in the Academic Building for accountability.

5.11.5. Tornado. At the alert of a tornado, personnel will move to their evacuation location with a sense of urgency, passing by any windows or glass doors as quickly as possible. BOT upper/lower classes, COT/RCOT, and OTS staff are not segregated during this type of emergency. Personnel will not attempt accountability until the danger is over and the ALL CLEAR has sounded.

5.11.5.1. Dormitories. At the alert of a tornado, all residents will proceed orderly and safely to first floor closets, with a maximum of three trainees per closet. Once the closets are full, overflow trainees will fill first floor bathrooms.

5.11.5.2. Academic Building.

5.11.5.2.1. At the alert of a tornado, trainees in the flight rooms above Hoover Auditorium will evacuate to the hallways directly below them. Personnel inside Hoover Auditorium will evacuate to the hallways behind it. Personnel will move with a sense of urgency, passing by any windows or glass doors as quickly as possible, and shut hallway doors behind them, once downstairs. If the hallways fill up, personnel will move quickly to the other side of 1487 as directed by OTS staff.

5.11.5.2.2. At the alert of a tornado, personnel in or near Boyd Auditorium on the first or second floors will fill the interior first floor flight rooms and hallways and take cover. Personnel will use back and side stairwells to avoid glass areas and continue to fill the interior flight rooms and take cover. Once the interior rooms are full, overflow personnel will fill the hallways and stay toward the interior walls.

5.11.5.2.3. At the alert of a tornado, personnel in flight rooms on the second floor of the COT annex will proceed to the interior first floor flight rooms and take cover. Personnel in the first floor exterior flight rooms will move to the interior rooms and take cover. Once the interior rooms are full, overflow personnel will fill the hallways and stay toward the interior walls.

5.11.5.3. PCC. At the alert of a tornado, personnel will move to the restrooms or any other interior portion of the building, such as the shower area.

5.11.5.4. Dining Facility. At the alert of a tornado, personnel will move to the innermost area of the building, near the serving line areas and take cover.

5.12. Wind Chill Factor. The wind chill factor and ambient temperature are monitored by the PT staff, Course Director (CD) for the class, or OCC. If the forecasted wind chill factor or ambient temperature is equal to or below 32 degrees Fahrenheit (as reported by Base Weather), all outside drill or ceremonies will be canceled. If the forecasted wind chill factor or ambient temperature is equal to or below 35 degrees Fahrenheit (as reported by Base Weather), all PT, Field Leadership, or other applicable outdoor activities will be modified and/or conducted indoors. OTS/CC authorization is required to conduct training activities outdoors when wind chill factors or ambient temperatures exceed these limits.

5.13. Use of Tobacco Products. Smoking, or the use of any tobacco products, is not allowed at any time on the OTS Complex by staff, trainees, or guests. Trainees will not use or possess tobacco products at any time while enrolled in OTS to include while away from the OTS Complex due to privileges or holiday break. Additionally, all trainees will ensure their guests are aware of, and comply with, the OTS tobacco use guidance.

5.14. Storage of Hazardous Materials (HAZMAT). HAZMAT will not be stored by trainees on the OTS Complex. Due to safety considerations and for the purpose of this prohibition, paint (to include spray-paint) is considered HAZMAT. In addition, trainees will adhere to all labeled warnings and hazards when considering whether or not to store HAZMAT in their cars, as such storage may create an explosive hazard. If paint is required, it must be purchased just prior to use and disposed of properly and immediately after use. To dispose of paint properly, the storage container must be completely empty before being placed in a trash receptacle. Excess HAZMAT will be reported immediately through the trainee organization chain of command.

Chapter 6

MEDICAL CARE

6.1. Sick Call. The OTS Medical Aid Station can provide care for any trainee that feels they have a need to go to sick call for medical or dental reasons. 22 TRSS Independent Duty Medical Technicians (IDMT) will provide care for trainees and refer them to the base Military Treatment Facility (MTF) as needed. During the duty hours posted on the IDMT office door, trainees will first report to the OCC, sign in, then proceed to the sick call area located on the first floor of bldg 1487. Trainees will report in a duty uniform (PT, ABUs or blues). The OCC will coordinate transportation to the Maxwell AFB MTF as required.

6.2. Routine Care. Routine outpatient care is by appointment only. Trainees will arrange all medical appointments through the IDMTs after notifying their Flt/CC. Trainees will notify their Flt/CC of all scheduled appointment times, potential impact on duty status, any duty limitations, and estimated return times.

6.3. Emergency Treatment. If a trainee requires emergency care for a threat to life, limb or eyesight (e.g., chest pain, severe bleeding, convulsions, etc.), personnel will call 911 or seek medical care at the nearest emergency room if off-base. Ensure the OCC, the standby IDMT, or the SDO is notified of the situation as soon as possible. Trainees must report to OTS sick call the following duty day and personally notify an IDMT of their medical status.

6.4. Trainees Placed on Quarters. Trainees who are placed on quarters must notify the IDMTs, the OCC, and their owning Flt/CC immediately prior to proceeding to their dorm rooms. Fellow flight members will be responsible for bringing them meals.

6.5. Departing From OTS Complex. In order to ensure 100% accountability, trainees will contact their Flt/CC or higher authority (either in person or by phone) before departing the OTS Complex to seek medical care. They will then sign out at the OCC or CQ and keep their chain of command informed of any changes in their status (e.g. being sent from the clinic to an off-base hospital). If the individual is unable to sign out and notify their chain of command personally (due to incapacitation, for example), a classmate or staff member will accomplish this on the trainee's behalf. Trainees will inform IDMTs of changes to their medical status as soon as practical but NLT the following duty day.

6.6. Transportation. Transportation to the appropriate medical facility during duty hours will be by base taxi service. If a trainee needs medical attention after clinic hours that does not involve threat to life, limb or eyesight, OCC and/or the SDO must be notified beforehand. Trainees will also sign-out on their Charge of Quarters (CQ) log. If circumstances make signing out impractical, trainees must call the CQ and sign-out by telephone at the earliest opportunity. Trainees will inform the CQ of their status, estimated return time and will sign back in upon return. If necessary, the trainee or CQ officer will arrange base taxi service or locate an escort to provide transportation by POV. If possible, the escort will be another class member (upper-class OT for BOT) of the same gender who is familiar with the route to the off-base hospital. (Maps are located in the OCC). The escort will stay with the ill/injured trainee until a commissioned staff member arrives.

6.7. Medical Waivers. Trainees will present a copy of the AF IMT 422, *Physical Profile Serial Report* (prescribed by AFI 48-123, *Medical Examinations and Standards*), to the IDMTs and their Flt/CC as soon as possible. Trainees will follow the physician's instructions stated on the IMT until expiration. Unless renewed or revoked earlier, the profile period automatically expires on the date stated. Disregarding these instructions is considered disobeying a direct order and may cause the trainee to be liable for further injuries. The medical provider will fill in the IMT and the trainee will provide a copy of the IMT to their Flt/CC upon return to OTS Complex.

6.8. Unsafe Conditions and Undiagnosed Injury or Illness. Whenever a trainee observes an unsafe condition or any injury or illness that may require further medical attention, the trainee is obligated to cease any activity and request the assistance or assessment of an OTS staff member. Trainees will not "tough it out" or risk further injury if they have a suspected or undiagnosed injury or illness. For example, trainees will not continue with drill, field leadership activities, or the confidence course if they have a slight ankle or knee sprain. Conditions can rapidly worsen, cause permanent injury, and lead to fatigue, dehydration, or worse.

Chapter 7

PRIVILEGE AND LEAVE SYSTEM

7.1. Goals and Responsibilities

7.1.1. Privilege System. The goals of the privilege system are: 1) provide a means to measure trainees' ability to acquire and apply fundamental officer qualities; 2) provide a foundation for feedback to ensure trainees are afforded every opportunity to develop as current and future officers; and, 3) provide a framework on which trainees are rated against United States Air Force and Officer Training School (OTS) standards. Based on performance and development, a privilege system affords trainees a brief respite during the rigorous training program at different stages of class status.

7.1.2. Leave System. OTS allows trainees to take short periods of time away from training to deal with and remedy emergencies as defined in AFI 36-3003 *Military Leave Program* Tables 3 and 4 (e.g. death or life-threatening condition in immediate family). The Flt/CC, in coordination with the SS/CC and owning squadron commander, may approve a trainee's leave. Advance leave and emergency leave must be approved by the squadron commander.

7.1.3. During the annual December/January holiday break, trainees may take ordinary or advance leave in accordance with AFI 36-3003 and OTS holiday policy. Trainees eliminated from training prior to accruing the advanced leave balance are liable to the US Air Force for the cost of the advance.

7.1.4. Procedures for trainees to fill out leave paperwork will be determined and briefed by the squadron registrar prior to the annual holiday break.

7.1.5. Reserve trainees will coordinate leave with their home units for emergency and holiday leave with the help of the squadron staff.

7.1.6. Squadron DO' are responsible for the provisions of this instruction and they (or delegated authority) will meet periodically with the trainee leadership to discuss pertinent issues relating to the privilege and leave systems.

7.2. AETC IMT 341, *Excellence/Discrepancy Report*.

7.2.1. All trainees, from TD-1 until graduation, will carry with them at least two AETC IMTs 341 (prescribed by AETCI 36-2216, *Administration of Military Standards and Discipline Training*), filled in with their name, grade, organization, class, and squadron/flight, unless they are in the dormitory. This requirement exists regardless of whether the trainee is on or off base, in or out of uniform. Trainees are not required to carry AETC IMTs 341 when proceeding to, or participating in PT activities or field leadership events requiring the PT uniform only. OTS permanent party personnel noticing behavior well above or well below standards may request an AETC IMT 341 from the trainee. Trainees will provide populated AETC IMT 341s to their Flt/CC within the duty week.

7.2.2. In BOT, any upper-class OT may order a lower-class OT to provide an AETC IMT 341. The BOT trainee requesting the form will fill out the form in its entirety and submit the form to the Lower-Class trainee's Flt/CC. COT trainees are not authorized to fill out AETC IMT 341s for other trainees.

7.3. Additional Training. If a trainee is having problems meeting OTS standards in a particular area, Flt/CCs may assign additional training to aid the trainee in working on their problem areas. The training **MUST** be tied to the problem at hand. The trainee will submit a memorandum to their Flt/CC explaining what actions they took during their remedial training time to meet OTS standards. Additional training may include, but is not limited to, academic study and research, dormitory maintenance, drill, uniform preparation, and physical fitness. SS/CCs will provide basic approved plans for common types of remedial training for Flt/CCs to issue as needed. Additional training will not be used as mass punishment to OTS Complex trainees or flights. If a restriction in privilege status is necessary due to a gross deviation in standards, the owning SS/CC must approve the restriction, as well as the assigned additional training to correct the deficiency.

7.4. Determining Class Status and Privilege Level

7.4.1. The squadron commander or designated representative may adjust a trainee's privilege status. Privilege status may be adjusted up one level (within the range the trainee was eligible to earn), or down as far as OTS Complex status. Additionally, SS/CCs may grant passes of a limited duration to accommodate a trainee's need to attend a specific event. All privilege status changes or exceptions must be documented by the SS/CC with a memorandum for record and filed in the individual's training record. This policy will not be construed as allowing general upgrading of trainees to off-base privileges when they would not otherwise be eligible to earn them (i.e. fourth- and Third-class status). It is merely recognizing the fact that there are occasionally extraordinary circumstances that would justify granting off-base privileges to a Fourth- or Third-class trainee.

7.4.2. Privilege Period and Class Status. The period of time trainees exercise earned privileges is primarily based on their class status. Privileges for BOT trainees begin at 1300 on Saturday and conclude at 1930 on Sunday. Privileges for COT trainees begin at the end of the academic day on Friday and conclude at 1930 on Sunday. Privileges are outlined in Table 7.1.

Table 7.1. Privilege Status

| Class Status | Privilege |
|--------------------------|------------------|
| Fourth | OTS Complex |
| Third | Maxwell AFB |
| Second | Off-Base |
| 3d Lt/First ¹ | Off-Base |

Note 1: 3d Lt/First-Class status trainees will exercise privileges IAW Paragraph 7.8 and other applicable portions of this manual

7.5. Exercising Privileges

7.5.1. All trainees will exercise one of three types of privileges while at OTS: OTS Complex, Maxwell AFB or off-base. Trainees in 3d Lt/First-Class status will exercise privileges IAW the *3d Lt/First-class Privileges* section and other applicable portions of this manual.

7.5.2. Off-Limits Areas and Establishments. OTS staff will alert each class of any establishments on the installation commander's off-limits list as part of their safety briefing the first week they have off-base privileges, or at any other time deemed appropriate by the squadron commander. As always, trainees will be held responsible for their own actions and decisions.

7.5.3. Alcohol Use Policy.

7.5.3.1. Fourth- and Third-Class trainees will not possess or consume alcohol at any time or location. Trainees are permitted to drink alcoholic beverages as described in the following paragraphs, but will not possess or consume alcoholic beverages while in uniform at any on-base establishment except as specified in this manual. (**NOTE:** trainees wearing civilian clothes while exercising applicable privileges may drink alcohol at the base bowling center, golf course, or picnic areas. Trainees will present a professional image and must have a designated driver if they drive to these locations.)

7.5.3.2. At no time will a trainee in uniform go to an off-base establishment that serves alcohol as its primary means of income (i.e. bars, nightclubs, etc.), even if they serve some form of food. (**NOTE:** Trainees dressed in civilian clothes while exercising applicable privileges or on leave outside the local area may consume alcohol at these locations, but will present a professional image and must have a designated driver if they drive to these locations.)

7.5.3.3. Second-Class and higher trainees may consume alcohol offered at the graduation dining-in/out and at the Officers' Club orientation. Second-Class and higher trainees may consume alcohol off-base while in uniform during dinner at any **restaurant** (see definition in paragraph 7.5.3.4). Specifically, these trainees are allowed to consume alcohol with/during their meals; however, they will not remain at their tables after their meals are completed and continue drinking. Trainees will exercise good judgment concerning the number of drinks ordered during meals in order to ensure they are not drinking excessively. Trainees in uniform will not drink alcoholic beverages while waiting to be seated in a restaurant. Once seated for their meals, trainees may order and consume alcoholic beverages.

7.5.3.4. For the purposes of this manual, a restaurant is defined as an establishment that has dining areas outside a bar or a dance area where full meals are served (appetizers are not considered full meals). If the bar and dance areas are the only areas where food is available in a particular establishment, it is not an acceptable establishment for trainees in uniform to enter. When at establishments which have a bar or dance areas in addition to dining areas, trainees will not enter the bar or dance areas while in uniform.

7.5.4. Designated Driver Policy. When exercising the privilege to leave the OTS Complex and drink alcohol, trainees will designate a driver who will not drink any alcoholic beverages for each car that departs the OTS Complex. Designated drivers must remain in place until all members of the party are ready to depart an establishment. At no time will a trainee in a group be left behind without a designated driver. The name of the designated driver will be recorded in the CQ log book. In addition to having a designated driver, each trainee will carry SDO, CQ, and respective SS/CC and Flt/CC phone numbers in case of emergencies. If, for any reason, a trainee needs a safe ride home, they will call one of the above numbers and ask for assistance.

7.5.5. Academic Building Trainee Break Rooms and Trainee Break Areas. Only Third-class and higher trainees may use the break rooms and areas. Fourth-class trainees may use the telephones if given permission by their Flt/CC.

7.5.6. Golf Course. The base golf course may be used by trainees with Maxwell AFB privileges or above. Refer to Table 3.1 for uniform requirements.

7.5.7. Use of Privately Owned Vehicles (POV).

7.5.7.1. During the duty week, Fourth- and Third-Class trainees will not go to the designated POV parking area or use their POVs, unless authorized by their Flt/CC. Second-Class and higher trainees may go to the POV parking area to drop off or retrieve items from their cars, but may not use their POVs during the duty week unless authorized by OTS staff.

7.5.7.2. POVs may be used while exercising Second-Class and 3d Lt/First-Class privileges; or as granted by a Flt/CC while in Fourth- or Third-Class status for special circumstances.

7.5.7.3. 3d Lt/First-Class trainees may use their POVs at any time after the duty day is over as well as during the day for extenuating circumstances upon obtaining Flt/CC approval.

7.5.7.4. When returning from authorized privileges or uses, trainees will immediately park their POVs in the OTS designated parking lots and sign in at the dormitories.

7.5.7.5. Trainees may not operate motorcycles during OTS. This applies at all times, including when not physically at OTS (e.g. when exercising privileges or on leave). Trainees arriving at OTS on motorcycles with the intent to depart OTS on a motorcycle after graduation must report this to their Flt/CC in a memorandum. The Flt/CC will ensure the trainee schedules a safety interview with the squadron commander or designated representative sometime prior to graduation. The trainee will review and be familiar with AETC Instruction 91-207, Attachment 2.3 and 2.4. The trainee will bring a completed copy of both AETC Form 410, *High-Risk Activities Worksheet* (prescribed by AFI 91-202/AETC Sup 1, *The US Air Force Mishap Prevention Program*) and AETC Form 708, *Commander's Motorcycle Safety Interview*, (prescribed by AFI 91-207/AETC Sup 1, *The US Air Force Traffic Safety Program*) to the interview for the commander's/representative's signature.

7.5.8. Restricted Parking Area. When exercising Maxwell AFB, off-base, and 3d Lt/First-class Privileges during the weekend privilege period, trainees may use the parking lot directly behind the dorms next to the running track. Flt/CCs may grant permission to use this parking lot during the duty week, however vehicles may not be parked there overnight. Trainees in 3d Lt/First-Class status are allowed to pack up their belongings before graduation but are not allowed to park there during graduation day ceremonies or during OTS Open House. Parking is also not allowed in the reserved parking spaces next to the Ritchey Center and building 1491.

7.5.9. OTS Activity Center (OTSAC).

7.5.9.1. The OTSAC is open to all OTS staff, their dependants, and trainees. Reserved functions may take place in the OTSAC and will be scheduled in advance through the OTS Scheduling office. Trainees will be considerate of any scheduled function in the OTSAC. Trainees will not possess alcoholic beverages in the OTSAC or anywhere on the OTS Complex (including designated parking areas) at any time.

7.5.9.2. The OTSAC will be available to trainees at the end of the academic day. Trainees will need to depart the building before Lights-out.

7.5.9.3. Trainees will not bring any guests into the OTSAC at any time unless approved by their squadron commander.

7.5.9.4. Trainees are responsible for the cleanliness/upkeep of the OTSAC. As a minimum, trainees will perform a thorough cleaning of the facility once per week. Routine cleaning (take out trash, straighten tables and chairs, etc) will be performed routinely each time the OTSAC is used.

7.6. Dormitory Privileges

7.6.1. Prepackaged foods ONLY (such as energy bars), may be stored in the dormitory when sealed in a container no larger than 12" X 8"; 4" deep. Bulk food received in care packages and in excess of the storage container will be consumed in the day room/area or discarded.

7.6.1.1. Under no circumstances will trainees store food products outside of the prescribed container and all unattended food will be sealed in a container to prevent bugs and vermin.

7.6.1.2. Trainees will not order food to be delivered to the dorm, nor bring food back from other facilities to consume in the dorm (with the exception of items listed in paragraph 7.6.1). Exceptions to this policy require squadron DO approval.

7.6.1.3. SS/CCs may approve specialty food items to be delivered to the OTS Academic Building and consumed in the OTSAC or dormitories for the purposes of morale events.

7.6.2. Sign-in/out Procedures. The CQ will maintain a sign-in/out log. Trainees must sign out whenever departing the OTS dormitories for reasons other than scheduled military training (SMT). This includes all locations outside the OTS dormitories. Trainees will

legibly complete all the information on the register prior to departure to include time out, location of travel, and a realistic time of return. Trainees will list a specific destination with a phone number or address. Trainees will immediately notify the CQ of all changes. Upon their return to the dormitory, trainees will immediately sign in.

7.7. Weekend/Holiday Privileges.

7.7.1. Holidays. During federal holidays, trainees will exercise privileges based on their class status unless otherwise specified by the SS/CC or higher authority. The squadron DO will determine holiday privilege periods.

7.7.2. Sunday/Holiday Privileges. Refer to Chapters 10 and 11 for program-specific Call to Quarters times on Sundays and during holidays.

7.7.3. Dining Blocks. The Saturday evening meal, all Sunday meals, and holiday meal periods are optional formations for trainees who have earned Maxwell AFB privileges or higher. All other trainees will meet all weekend/holiday flight dining priorities.

7.7.4. Receiving and Entertaining Guests. Trainees will not entertain guests during the duty week. Guests may observe parades and ceremonies routinely open to the public, however. Trainees will only meet, visit, receive and entertain guests when exercising Maxwell AFB or off-base privileges. Trainees will not entertain guests on the OTS Complex. If choosing to meet guests at OTS, they will receive them at the edge of the OTS parking lots and will immediately depart for an authorized visiting or entertaining area. Guests are not permitted in the OTS dormitories or the academic building. The only exception is when guests are attending the Open House activities during graduation week.

7.7.5. OTS Complex Privileges.

7.7.5.1. Trainees will remain in the OTS area to include the dining facility, OTSAC, academic building (bldg 1487), PCC, OTS track, and OTS dormitories. The only authorized deviations from this area are the Fairchild Center (library), OTS Shoppette/Clothing Sales, Base Military Clothing Sales, dry cleaners (Building 851), the Maxwell AFB Beauty Shop (in the Maxwell AFB BX complex), and Maxwell AFB chapels, as described below.

7.7.5.2. Trainees with OTS Complex privileges may use the Fairchild Center (library) for studying and research during APT and personal time. Before using the Fairchild Center (library), they will consider using all available resources on the OTS Complex (flight rooms, internet, etc.). Trainees with OTS Complex privileges may visit the Shoppette only for official business to get office supplies or uniform items. Trainees will consult with their flight before going to the Shoppette to coordinate purchases and minimize the number of trips needed. Trips for official business do not require Flt/CC approval. At no time will trainees with OTS Complex privileges use the Shoppette or Fairchild Center (library) to socialize with friends or family. Trainees exercising OTS Complex privileges need Flt/CC approval to go to Base Military Clothing Sales and the Maxwell AFB Beauty Shop.

7.7.5.3. Trainees may leave the OTS Complex to attend Chapel or other religious services (see Chapter 1). Trainees exercising OTS Complex privileges are not permitted to use their POV without specific, prior approval from their Flt/CC.

7.7.6. Maxwell AFB Privileges. Trainees may travel to all OTS and authorized Maxwell AFB facilities; however, they will not stay overnight in any quarters other than their assigned dormitory rooms.

7.7.7. Off-Base Privileges. Trainees who earn off-base privileges may travel to all authorized off-base locations within the local area as prescribed by this manual.

7.8. Third Lt/First-class Privileges.

7.8.1. The unit squadron commander or delegated authority grants 3rd Lt/First-class privileges to trainees who have achieved certain progress in training. Trainees with this class status are still in training, and all applicable policies apply.

7.8.2. Unless specified otherwise, civilian clothes are authorized after the duty day ends as long as trainees immediately depart the OTS Complex after changing into them. Civilian clothes are authorized for trainees going to on-base establishments after duty hours. Once trainees return to the OTS Complex, they must immediately don an OTS-approved uniform. Trainees are not allowed to wear civilian clothes in bldg 1487.

7.8.3. Trainees must attend all scheduled activities to include classes, duties, formations, ceremonies and OTS functions, but *do not* have to march in formation to these activities (except parade practice).

7.8.4. Breakfast and lunch dining priorities must be met on all duty days. Additionally, anyone signing up to eat at the dining facility on any particular evening must meet that dining priority and eat that meal.

7.8.5. Trainees will use standard sign-in/out procedures. When signing out for privileges and in civilian clothes, trainees must immediately depart the OTS Complex.

7.8.6. Squadron commanders or designated authorities may reduce privileges for individuals who do not demonstrate proper behavior.

7.8.7. Trainees in civilian clothes may frequent any establishment not specifically briefed as off-limits by OTS staff.

7.8.8. Trainees will continue to render proper customs and courtesies as required.

7.8.9. In addition to weekend privileges, trainees may also exercise off-base privileges during the duty week after SMT ends. 3rd Lt/First-class trainees must return and sign in to the OTS Complex by 2230 (**EXCEPTION:** On dining in/out, trainees will sign in no later than 2345 and lights out will be 2400).

7.8.10. Formal reporting is no longer required; Trainees will continue to knock on doors, but no reporting statements are required unless they are staff-directed.

7.8.11. Trainees will no longer have formal flight room uniform inspections. The Flt/CC, however, will still provide feedback on dress & appearance as required.

7.8.12. When closing class, trainees are not required to echo **“CARRY ON SIR/MA’AM”** after the Flt/CC or instructor has given the command **“CARRY ON”**. Trainees in 3d Lt/First-class status will still echo **“CARRY ON SIR/MA’AM”** when in formation with other trainees whom the requirement remains (i.e., Awards ceremonies, combined lectures) or when attending special functions such as the Dining-In/Out.

7.8.13. Trainees in 3d Lt/First-class status are not required to execute the auditorium opening and closing procedures as listed above, but will follow the same guidance for asking and answering questions. The class leader must call the auditorium to attention when the instructor/lecturer enters or leaves.

7.9. Authorized Travel Area. The following authorized travel areas apply to all trainees, regardless of class status.

7.9.1. Authorized travel is within the local area limits outlined in Attachment 3. If a trainee plans to leave the Montgomery area, even if only for a few hours, they must turn in a written itinerary, to be signed by their Flt/CC. In such cases, trainees may travel no further than 120 miles from Maxwell AFB.

7.9.2. ONLY with prior SS/CC approval in writing will trainees schedule trips to the Atlanta airports to pick up family members/guests for graduation. Such requests will be considered for urgent or emergency reasons only and will be handled on a case-by-case basis. If trainees need to stay overnight to safely meet early morning or late flight arrivals, they must include this in their request to their SS/CC for approval. Every effort must be made to receive guests without the trainee needed to make the trip and this information must be presented in writing.

7.10. Graduation Week. Family members and friends are allowed on OTS Complex for Spouse’s Orientation, Open House, and other graduation activities. They must remain in bldg 1487 until the Open House briefing ends. At that time, they may tour the OTS Complex and eat in the Dining Facility. Trainees will be made aware of the start times of these events. Family members may not arrive on OTS Complex prior to 15 minutes before the start time of these events.

Chapter 8

FLIGHT OF THE WEEK (FOW) AND SQUADRON OF THE WEEK (SOW)

8.1. Responsibilities. Squadron DOs are responsible for their respective FOW and SOW programs. These programs may be managed by OTS staff or delegated to the trainee leadership.

8.2. Procedures

8.2.1. A FOW (per class in BOT) and a SOW (combining both BOT classes) will be designated unless there are no scored events during the week. Each category is graded separately and the awards are presented accordingly. Competition for FOW and SOW is based upon demonstrated performance and reflects total effort at the flight or squadron level.

8.2.2. Flights winning the awards will display the streamer on their guidon staffs. All flights within the SOW will display the SOW streamer while they retain that status.

8.2.3. BOT trainees will refer to Chapter 10 for FOW and SOW scoring procedures.

8.3. Flight of the Week/Squadron of the Week Categories of Competition

8.3.1. Academic Flight of the Week. Academic FOW measures performance in CWTs, SPTs and briefings.

8.3.2. Athletic Flight of the Week. Athletic FOW measures performance in the areas of flickerball operations (BOT only), PFD or PFB, and PFAs. Additionally, COT will use the Mini-Mac and the 5K race.

8.3.3. Flight of the Week (Overall). FOW measures overall performance in the above athletic and academic areas.

8.3.4. Squadron of the Week. SOW measures squadron performance by combining the totals for FOW criteria from all flights in a squadron.

Chapter 9

END OF TRAINING PROCEDURES AND CEREMONIES

9.1. Ceremonies.

9.1.1. Parades and Review. All parades and reviews are conducted on the parade grounds. The uniform for the graduation parade will be contingent on the weather. All trainees will wear white gloves for the parade.

9.1.2. Trainees will not depart the parade grounds until after the playing of the Air Force song and the exchange of salutes between the reviewing officer and the commander of troops and will remain in place until dismissed.

9.2. Distinguished Visitor Procedures for Graduation Activities.

9.2.1. General. Military protocol dictates Distinguished Visitors (DVs) be accorded certain courtesies when attending OTS functions. DVs include active duty and retired military at the pay grade of O-6 or above, active duty and retired command chief master sergeants, civilian GS/GM-15 or SES, CW5's, members of Congress, certain senior government officials and civilian CEOs and VPs. All other personnel are considered guests. If there is any doubt about a guest's status, contact Holm Center Protocol.

9.2.2. Invitations to Graduation Activities. Trainees are responsible for inviting their guests, to include DVs.

9.2.2.1. Holm Center or AU Protocol will make billeting reservations for personnel who are DV code 6 (brigadier general or equivalent) and above. Trainees will make appropriate arrangements (including lodging) for all other guests. Trainees will know the dates, times and locations of the awards ceremony, dining-in/out, commissioning ceremony, DV reception and graduation parade before extending invitations.

9.2.2.2. Invitations are normally extended by telephone by calling the DV, their executive officer, or secretary. A trainee inviting a DV must fill out paperwork required by Holm Center Protocol and attach a current biography for the DV. Trainees will fill out guest information completely, including who will attend the DV reception and sit on the reviewing stand (all DVs). Children under eight years old may not sit on the reviewing stand, nor may a DV have more than two guests on the reviewing stand with them. (**NOTE:** Depending on the number of DVs and guests attending, Holm Center Protocol may allow exceptions.)

9.2.2.3. The staff protocol advisor will forward all completed DV information and biographies to Holm Center Protocol. If a DV's paperwork is submitted after the appointed deadline, these DVs may not be allowed to formally participate in graduation parade activities. Holm Center Protocol must be notified immediately of changes concerning a DV's status.

9.2.2.4. All trainees must submit a list of all their guests' names to the appointed trainee protocol officer. This list ensures that all guests are allowed on base for graduation activities.

9.3. Dining-In/Out. Depending on class size, a dining-in or dining-out will be conducted during graduation week. If it is a dining-out, graduating trainees may bring one guest. The trainee organization will determine a process for allocating additional tickets.

9.4. Gifts to Officer Training School.

9.4.1. Gifts to the School. 23 TRS/CC and 24 TRS/CC must approve any gift presented to the school by their respective trainee wings. If a class decides to present the school with a gift, ideas for implementing the class project/gift need to be submitted to the staff advisor for graduation week. The project will: reflect class and OTS philosophy; enhance mission

accomplishment; and benefit those who follow. The staff advisor may provide more specific guidance.

9.4.2. Funding. Funding may be a limiting factor depending on the size of the class. If so, more than one class may combine their resources toward one overall gift/project. Each class donating toward the combined gift receives credit upon project completion. The trainee organization must receive the applicable Squadron Commander's approval for the gift/project prior to committing any funds.

9.4.3. Gifts to Staff Members. It is acceptable for trainees to present gifts to staff members during the last week of training. In keeping with the requirements to maintain strictly professional relationships, the value of the gifts will be nominal and IAW DoD 5500.7R, *Joint Ethics Regulation*, Sec. 2635.304. The gift will be professional in nature and in good taste. Money or personal items such as clothing or alcohol are inappropriate (flight T-shirts are acceptable). Flt/CCs will provide guidance regarding this matter to inform trainees of the limitations on such gifts to avoid misunderstanding and embarrassment.

Chapter 10

BOT PROCEDURES

10.1. General Procedures.

10.1.1. Bracing & Greeting. In the non-academic areas of bldg 1487, Fourth-Class trainees will move their canteen to their right side (if worn), brace the wall (turn with their backs parallel to the wall), and give the greeting of the day when being passed by an Upper-Class trainee or any OTS staff member. When passing an Upper-Class trainee or staff member, Fourth-Class trainees will brace the wall and state **“Sir/Ma’am, (rank) _____ requests permission to pass.”** Once given permission, the trainee will move quickly in their intended direction and give the appropriate greeting of the day. Trainees will not brace the wall to greet COT trainees, regardless of class status. When passing OTS staff members, trainees in any other class status will render the greeting of the day and proceed to their destination.

10.1.2. BOT Break Room/Area. Trainees will not call the BOT break room/area to attention for commissioned staff or Upper-Class trainees. If addressed by an Upper-Class trainee or OTS staff member while in the break room, trainees will stand(if seated), assume the position of attention, and render the appropriate greeting.

10.1.3. BOT Access to Civilian Luggage. Each dormitory has a storage room for BOT trainees to store civilian luggage. After Fourth-Class trainees have moved into their assigned rooms they will not access their luggage (stored in either the dorm storage room or their vehicle), except with permission from their Flt/CC, until they attain Third-class status. Trainees will only access their luggage to retrieve items they had forgotten or to store new items they may have purchased or are no longer useful. They will not use either the dorm storage rooms or their personal vehicles as a way to circumvent room inspections. The Dormitory Charge of Quarters Operations Officer (OTW/CPD), who controls access to the

storage rooms, will provide set times for trainees to access their luggage on the weekends, based on guidance from 24 TRS/DO.

10.1.4. BOT APT. Evening APT for BOT is scheduled for Sunday through Thursday night, 2000-2200. There is no scheduled Friday or Saturday evening APT. (**NOTE:** SS/CCs may direct remedial APT on the weekends.) Any deviation must be approved by 24 TRS/DO.

10.1.5. Lights Out. Lights Out for BOT is daily at 2300. See paragraph 1.9.8 for exceptions to this policy

10.1.6. Call to Quarters is 2230 on Saturday and 1930 on Sunday evening unless Monday is a holiday, in which case, 24 TRS/DO will determine Call to Quarters.

10.1.7. Television Privileges. Trainees are permitted to watch television based on class status.

10.1.7.1. BOT lower-class OTs will not watch television or movies except for specific events (i.e. movies with training value) approved by the owning SS/CC (or higher Authority) or in the performance of official duties (e.g. watching news channel while working in the OCC).

10.1.7.2. Second Class trainees may watch television or approved movies in the day room/area at any time during the privilege period unless restricted due to administrative actions (e.g. being put on special monitoring status [SMS]).

10.1.7.3. Trainees in Third Lt/First-class status may watch television at any time outside the academic day.

10.2. BOT Uniform Wear

10.2.1. BOT trainees will wear the “Prop & Wings” cap insignia (Figure 10.1) on the left side of the flight cap, centered between the braid and the bottom, with the front edge of the wings 1 1/2 inches from the front of the flight cap (Figure 10.2).

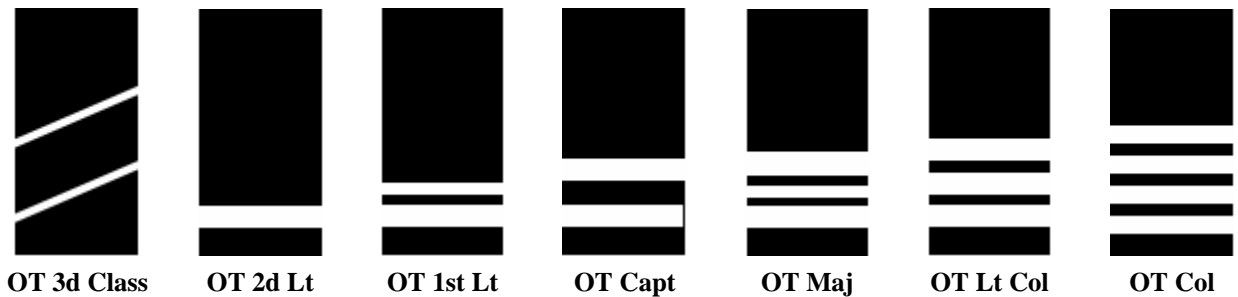
Figure 10.1. Prop and Wings Cap Insignia



Figure 10.2. Prop and Wings Insignia on Male and Female Flight Caps

10.2.2. Prop & Wings and rank insignia issued to BOT trainees are accountable items. They will be returned prior to departing OTS after graduation. The OTS Shoppette has these items available for personal purchase.

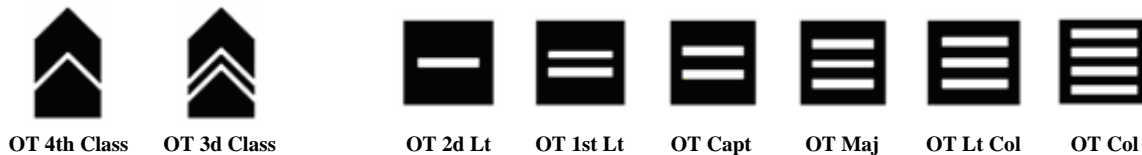
10.2.3. Wear of Insignia on the Blue Uniform. BOT trainees will wear shoulder mark insignia (Figure 10.3) with the appropriate grade based on position and class status.

Figure 10.3. OT Blue Uniform Shoulder Mark Insignia

Note 1: Place the shoulder mark insignia as close as possible to the shoulder seam.

Note 2: Third-class OT insignia will be worn so that the imaginary “V” formed by extending the lines meets behind the neck.

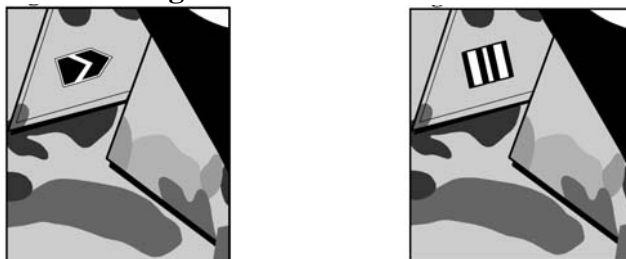
10.2.4. Wear of Insignia on The Lightweight Blue Jacket. Reference Figure 10.4 for BOT metallic rank insignia. BOT Upper-Class trainees will center the metal rank insignia 5/8 inch from the end of the epaulet, ensuring the silver stripes are parallel to the shoulder seam. BOT Lower-Class trainees will wear the metal rank 5/8 inch from the end of the epaulet with the point toward the neck

Figure 10.4. BOT Metallic Rank Insignia

10.2.5. Wear of Insignia on the ABU. Trainees in Fourth- and Third-class status will wear metallic blue and silver insignia centered on the left and right collar so that the long edge of the insignia is parallel to, and one inch from, the front edge of the collar and the rank’s point oriented toward the head. Trainees in Second- and First-Class status will wear metallic black

and silver officer rank insignia centered on the left and right collar, one inch from the front of the collar, with the silver stripe(s) perpendicular to the front of the collar (See Figure 3.5).

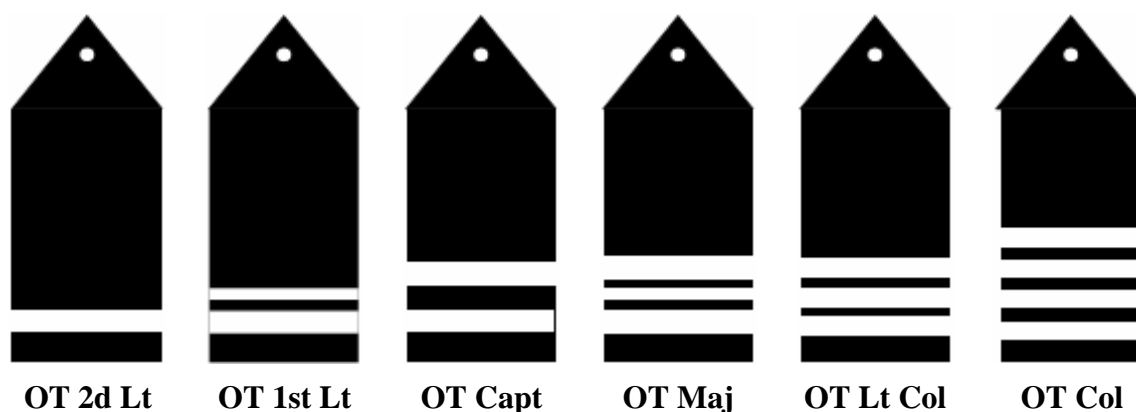
Figure 10.5. BOT Rank Insignia Placement on ABU Collar



10.2.6. Wear of Insignia on the APECS Parka. Trainees will wear metallic rank insignia centered on the front flap of the APECS parka. Upper-Class trainees will position the insignia with the stripes perpendicular to the ground (vertical). Lower-Class trainees will position the insignia with the point upwards.

10.2.7. Wear of Insignia on Mess Dress. Trainees will wear shoulder board insignia (Figure 10.6) in lieu of officer rank as prescribed by AFI 36-2203.

Figure 10.6. BOT Mess Dress Shoulder Board Grade Insignia



10.2.8. Privilege Uniform

10.2.8.1. The privilege uniform is considered an official, mandatory uniform of OTS and worn by trainees not authorized to wear civilian clothing. AFI 36-2903 will still apply to trainees with regards to grooming and wear of jewelry while in this uniform. The uniform will be kept clean, pressed, and cable-free at all times. Uniforms will consist of a blue, embroidered polo shirt with the OTS logo and a pair of khaki casual pants. To ensure standardization, these items must be purchased from AAFES.

10.2.8.2. Pants will be conservative in style and will not be faded. Cargo pockets are prohibited. Shoes will consist of brown, casual close-toed dress shoes. Trainees will wear a brown belt with the pants.

10.2.8.3. With the exception of black watch caps during inclement weather, trainees will not wear a hat with the privilege uniform. While in this uniform, saluting is not required, but verbal greetings are mandatory.

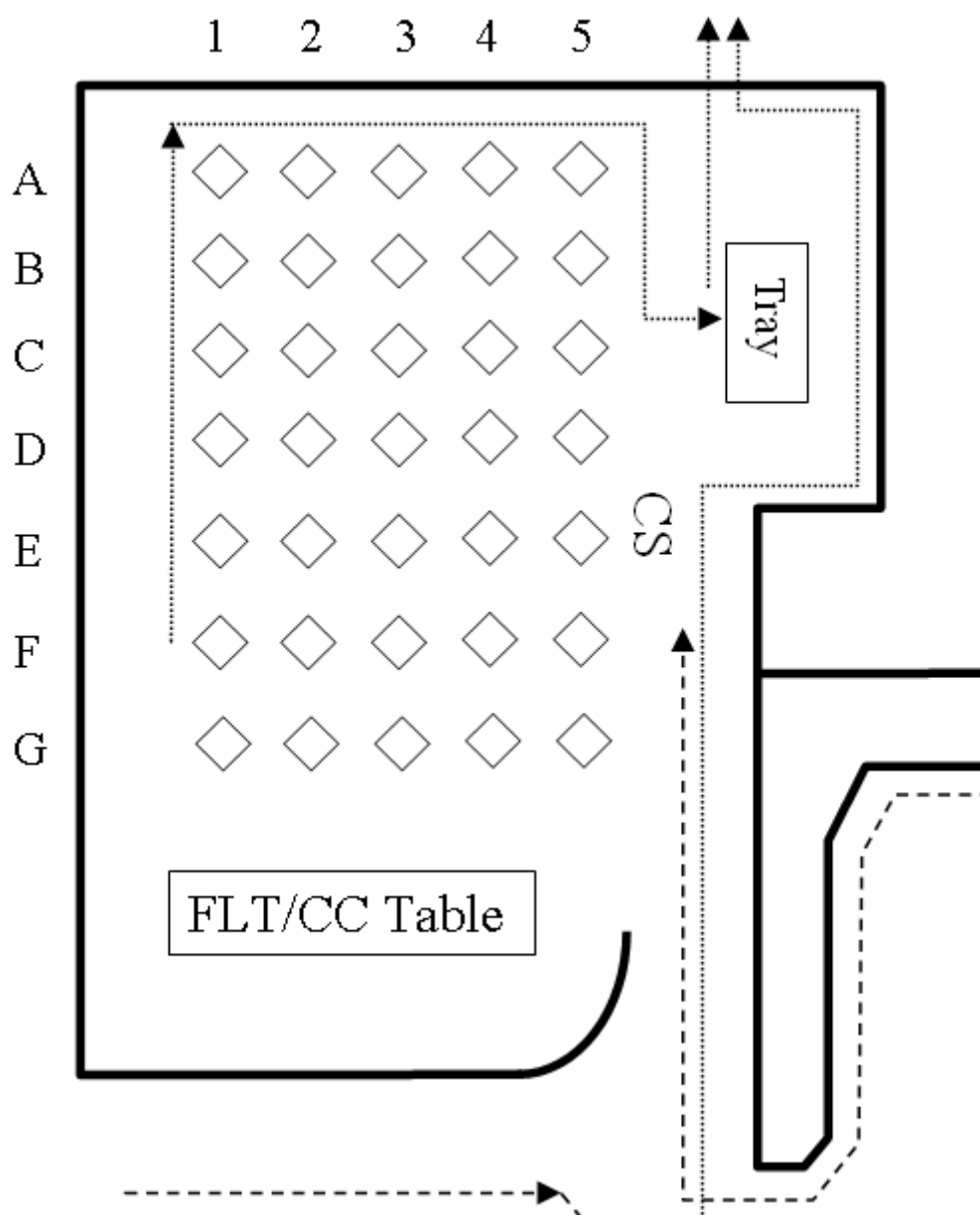
10.2.8.4. During inclement weather, the lightweight blue jacket may be worn with the privilege uniform only after rank has been removed. Black watch cap and conservative black gloves are also authorized during inclement weather as long as they comply with AFI 36-2903. (**EXCEPTION:** Per AFI 36-2903, trainees may not wear the lightweight blue jacket with the privilege uniform if the USAF logo is embroidered on the jacket. In this case, trainees will wear the APECS parka with the rank insignia removed.

10.2.8.5. Trainees must immediately depart the OTS Complex once changed into the privilege uniform. Upon returning to the OTS Complex, trainees must go directly to their rooms and change into the appropriate uniform of the day. The privilege uniform is only authorized for wear during the privilege period. (**EXCEPTION:** Trainees may wear the privilege uniform to religious services that occur outside the privilege period.)

Table 10.1 Summary of Privilege Uniform Wear

| Class Status | Fourth Class | Third-class | Second-class | 3d Lt |
|--------------|---|--|--|--|
| Allowed | Church only | Church, OR while exercising Maxwell AFB privileges | Church, OR while exercising Maxwell AFB or off-base privileges | Church, OR while exercising Maxwell AFB or off-base privileges |
| | Privilege Uniform may be worn at other special events as approved by 24 TRS/DO. | | | |

10.3. Chow Shark Procedures. BOT trainees will perform chow shark duties during meals. Chow sharks will sign in 5 minutes prior to the first DP. There will be three chow sharks for each side of the dining facility in use per meal. Chow sharks are responsible for ensuring all trainees follow proper procedures in the dining facility. One chow shark will watch procedures and safety issues related to tray disposal and entering/exiting the dining room and building. One chow shark will correct seating procedures and watch for safety concerns related to seating. One chow shark will observe the trainees eating and correct procedures in the dining room in a firm, but quiet tone. This chow shark will ensure trainees have proper tray arrangement and grounded utensils (see figures 4.4 and 4.5). Chow sharks will also ensure the tray rack is moved when full. Chow sharks will never leave a post unmanned; there will always be someone in each position. After trainees have completed their meals, chow sharks will ensure all chairs are pushed in. Chow sharks will sign out when duties are complete.

Figure 10.7. OTS Dining Facility (Interior) – BOT side**Notes:**

1. Lower Class will use Rows A-C. Seating will begin at Table A-1 and continue across to Table A-5. When Row A is complete, begin seating at Table B-1, and so on.
2. Upper Class will use Rows D-F. Seating will begin at Table D-1 and continue across to Table D-5. When Row D is complete, begin seating at Table E-1, and so on.
3. Trainees on detail (i.e. OCC, Chow Shark, LFC, ALFC) will begin seating at Table G-1 and continue across Row G.
4. Trainees on Casual Status will begin seating at Table G-5 and continue across Row G.

10.4. Merits/Demerits

10.4.1. Demerits. Demerits will be issued, starting TD-4, unless directed otherwise by the 24 TRS/DO. Members of the OTS Staff may issue demerits to any BOT trainee IAW Attachment 2. Trainees may issue demerits to any trainee within the scope of their authority, either based upon OTW position (i.e. LFC, OPS/CC) or in the performance of specific duties (i.e. Chow Shark, CQ, OCC). When issuing a demerit, OTs will promptly address and correct the improper behavior. The violator will listen to the feedback and properly record the action for formal report at the end of the privilege week (integrity is a KEY issue here). If the issuer chooses, they may use the AETC IMT 341 to document the behavior for the trainee.

10.4.2. Merits. Members of the OTS Staff may issue merits to any BOT trainee IAW Attachment 2. Trainees may not issue merits. Trainees may request a merit IAW Attachment 2 by annotating the achievement on an AETC IMT 341 or official memorandum and submitting to the owning Flt/CC for approval. Merits must be based on achievement above the normal course of duties (i.e. merits are not given when trainees “just do something right”), and may only be credited upon approval by the Flt/CC or higher authority.

10.4.3. Reporting and Documenting Merits/Demerits. Each OT will informally document the number of merits/demerits earned in the reporting week. Every Thursday, each OT will submit an individual Weekly Merit/Demerit Summary stating why each demerit/merit was given, by whom the demerit/merit was given and the date. In addition, each flight will submit a Flight Weekly Performance Report to their Flt/CC. This report will detail the number of merits/demerits accrued. Flt/CCs will use the data as a means of developing formal performance feedback and evaluations. Reports that would normally be due during AEF or a week cut short by a holiday (e.g. Thanksgiving) will be turned in the morning of the last duty day prior to departure or the holiday.

10.4.4. Reporting Week. The period of time that trainees accrue merits and demerits begins on Wednesday at 1700 and ends the following Wednesday at 1659.

10.4.5. Accountability. Trainees who receive 50% above the flight demerit average and a total of five or more demerits for the privilege week will receive punitive counseling from their Flt/CC and will be assigned Additional Training (AT). A Flt/CC will assign 2 hours of AT during the weekends and not during SMT. The AT will be designed to aid the trainee in working on their problem areas. AT may include, but is not limited to academic study, dormitory maintenance, drill, personal appearance (uniforms) and physical fitness.

10.4.6. Security Violation. Security violations are defined as a trainee leaving their dorm room security drawer unlocked when that trainee is not in the room. A security violation also occurs when a trainee leaves their government issued laptop unattended, as referenced in Para. 1.8.5.2. A security violation will result in a punitive counseling, as referenced in Attachment 2.

10.5. Exercising Privileges.

10.5.1. Trainees who earn off-base privileges may travel to all authorized off-base locations within the local area as defined by Attachment 3 and will pre-coordinate their travel plans and lodging arrangements with their Flt/CCs when staying outside the OTS Complex overnight. Coordination will include a travel itinerary, appropriate lodging areas and phone numbers. A copy of the approved itinerary will be filed with CQ and will be used by the SDO for accountability. When exercising off-base privileges in uniform, trainees will always wear the uniform in accordance with this manual and AFI 36-2903, *Dress and Appearance of Air Force Personnel*. BOT Trainees may stay in billeting rooms on a space available basis.

10.5.2. Trainees will not spend the night out of the dormitories any night in which the next day is a duty day.

10.5.3. BOT dormitory room breakdown begins the Friday before graduation week. Beginning at 1700 on that day, OTs may hang 2 sets of civilian clothes in the closet, grounded to the right after the privilege uniform. Each article of clothing (shirt, slacks) will be on a separate hanger and evenly spaced. Suitcases may be left in the rooms (placed neatly in the closet) until graduation. All items displayed in the room must remain in inspection order.

10.5.4. In addition to weekend privileges, trainees in Third Lieutenant status may also exercise off-base privileges during the duty week after SMT ends. 3rd Lt trainees must return and sign in to the OTS Complex by 2230 (**EXCEPTION:** On the evening of Dining in/out, trainees will sign in no later than 2345 and lights out will be 2400).

10.5.5. BOT Casual Trainee Privileges. Trainees on casual status will exercise specified privileges on weekends and holidays. The Casual Flight Commander may modify a trainee's privilege status. All casual trainees must eat three meals a day at the dining facility (including weekends and holidays unless they receive off-base privileges).

10.6. Flight of the Week (FOW) and Squadron of the Week (SOW) Procedures.

10.6.1. FOW/SOW competition begins the first privilege week a measurable event occurs, and runs from 0500 Thursday until 0459 the following Thursday.

10.6.2. The OTW OG/CC completes the separate FOW tally sheets for each class and submits them to OTW/CC, who submits the final report to the 24 TRS/DO. The SOW is then calculated from the average FOW point total for each squadron (to correct for squadrons with different numbers of flights). OG/CC and TW/CC will sit down with 24 TRS/DO or a designated representative each week to review the final results before being announced to the wing.

10.6.3. The OTW OG/CC will announce FOW and SOW during TW Commander's Calls and award streamers for FOW and SOW.

10.6.4. Members of the FOW/SOW will be awarded one merit per award, citing this manual as approval authority. If there are no scored events for the week, the winner from the

previous week will retain the streamer, but will not receive an additional merit. Trainees will record the merit on the same day received, counting it towards the next privilege period.

10.6.5 Scoring.

10.6.5.1. Academic FOW. Add the total points for all academic events (including LRC) from Tables 10.1 and 10.2

10.6.5.2. Athletic FOW. Athletic FOW is based on total points for all athletic measurements from Tables 10.1 through 10.4 (including firing range results). The score consists of three components: PFD/PFA results; FL operation results; and firing range results. The basic formula takes the average of the three components, as follows: average of the PFD/PFA results from Tables 10.1 and 10.2; average FL operation points (points from Table 10.3 divided by flickerball operations played); and, results of the firing range (add two points to the score from Table 10.4). This results in a composite score on a five-point scale. The exact formula is maintained by 24 TRS/DO or a designated representative.

10.6.5.3. A recycled trainee's scores from a previous class do not count toward the current flight for competition purposes. If a recycled OT re-accomplishes an item with their new flight, the new score counts.

10.6.5.4. FOW (Overall). Takes academic FOW points (adjusted to a five-point scale), athletic FOW points, and adds the average inspection results. This results in a maximum score of 12.

10.6.5.5. SOW. Total of average FOW score from each class within a squadron. (Maximum score of 24.)

10.6.5.6. Account for squadrons with different numbers of flights by adding together the average flight score for the upper class and lower class within a squadron rather than the raw scores.

10.6.5.7. In the event of a tie, the winner is the flight/squadron with the higher pass rate. 24 TRS/DO or a designated representative will determine the winner if a tie still exists.

10.6.6. Definitions.

10.6.6.1. Full Mission-Capable (FMC). At least 85 percent of flight personnel passed (inspection) or qualified (firing range).

10.6.6.2. Partial Mission-Capable (PMC). At least 70 percent of flight personnel passed (inspection) or qualified (firing range).

10.6.6.3. Non Mission-Capable (NMC): Less than 70 percent of flight personnel passed (inspection) or qualified (firing range).

Table 10.2
Point Assessment:
CWTs, SPTs and PFD/A

| Place | Points |
|-----------------|--------|
| 1 st | 5 |
| 2 ^d | 4 |
| 3 rd | 3 |
| 4 th | 2 |
| 5 th | 1 |
| 6 th | 0 |

Table 10.3.
Point Assessment for Pass Rates:
CWTs, Briefings,
SPTs, PFD/A and LRC

| CWT, SPT, PFD/A, Brief | LRC | Points |
|------------------------|-------|--------|
| 100 | 100 | 5 |
| 90-99 | 80-99 | 4 |
| 80-89 | 60-79 | 3 |
| 70-79 | 40-59 | 2 |
| 60-69 | 20-39 | 1 |
| 0-59 | 0-19 | 0 |

Table 10.4.
Point Assessment:
Flickerball Operations

| Operation Result | Points |
|------------------|--------|
| Win | 5 |
| Tie | 2.5 |
| Loss | 0 |

Table 10.5.
Point Assessment:
SMI/NNI and Firing Range

| Mission Capability | Points |
|--------------------|--------|
| FMC | 2 |
| PMC | 1 |
| NMC | 0 |

10.7. Squadron-Level And Flight-Level Functional Address Symbols (FAS)

10.7.1. Purpose. Instead of using names, trainees will use functional address symbols (FAS) in the “FROM” block of their memorandums. This is in line with the standards taught in the Communications Skills curriculum and IAW AFH 33-337, *Tongue and Quill*, and AFMAN 33-326, *Preparing Official Communications*.

10.7.2. Applicability. The positions listed below are those that are normally assigned. SS/CCs or OPS/CCs may organize the squadron staff differently to increase mission effectiveness. Any position/FAS deviations at the squadron level will be approved by the SS/CC. Flt/CCs and LFCs have similar flexibility at the flight level.

10.7.3. The following format will be used:

10.7.3.1. Squadron level: # OPS/xx- # = Squadron number; OPS is static; xx = squadron level office symbol (e.g. “1 OPS/SV” = Squadron 1’s Services Officer).

10.7.3.2. Flight level: # OPS/xxx- # = Squadron number; OPS is static; first x = flight designator (see table 10.7); xx = flight level office symbol (e.g. “2 OPS/BSC” = Flight 2-11’s Computer Leader).

Table 10.6. Squadron-Level FAS. (Prefaced only by squadron; e.g. “3 OPS/”)

| | |
|-------|--|
| DE | Academics Officer |
| ALFCx | ALFC for flight X (see flight designators below) |
| CM | Chow Monitor |
| CC | Commander |
| SC | Computer Officer |
| DT | Details Officer |
| MT | Drill Officer |
| CE | Environmental Officer |
| CCE | Executive Officer |
| FM | Finance Officer |
| LFCx | LFC for flight X (see flight designators below) |
| MX | Maintenance Officer |
| MO | Mobility Officer |
| DO | Operations Officer |
| DP | Personnel Officer |
| PT | Physical Training Officer |
| SE | Safety Officer |
| SV | Services Officer |
| OV | Standardization Officer |
| UFCx | UFC for flight X (see flight designators below) |

Table 10.7. Flight-Level FAS. (Prefaced by squadron and flight designator; e.g. “4 OPS/A”)

| | |
|----|--------------------------|
| DE | Academics Leader |
| XP | Activities Leader |
| IM | Administration Leader |
| SC | Computer Leader |
| MT | Drill Leader |
| DT | Details Leader |
| CS | Forms Leader |
| PA | Information Leader |
| IN | Intelligence Leader |
| PT | Physical Training Leader |
| SE | Safety Leader |
| SF | Security Leader |
| SV | Services Leader |
| OV | Standardization Leader |

Table 10.8. Flight Designators. (To prepare trainees for the Air Force, where numbers are used in office symbols only rarely, the flight number will be replaced with one of the designators below.)

| | |
|-------------|---------|
| BOT | |
| Flight #-10 | # OPS/A |
| Flight #-11 | # OPS/B |
| Flight #-12 | # OPS/C |
| Flight #-13 | # OPS/D |
| Flight #-14 | # OPS/E |
| Flight #-15 | # OPS/F |
| Flight #-16 | # OPS/G |
| Flight #-17 | # OPS/H |

10.8. Casual Status Procedures

10.8.1. Purpose. This section provides clarification of expectations and duties of trainees while in casual status. Trainees in casual status will primarily refer to OTS MANUAL 36-2202 in regards to rules and regulations; however, specific exceptions will be stated in this section.

10.8.2. Class Status and Uniform

10.8.2.1. Trainees in casual status do not wear OT rank. Trainees in casual status will wear a plastic name tag centered on and resting on but not over the edge of the right breast pocket. The name tag will be 3 1/2 inches wide by 2 3/8 inches high and have the trainee's name and "Casual Flight" centered in large bold letters on a plain white background.

10.8.2.2. Trainees in casual status are not required to wear canteens unless required by performance of duties (field details, etc.).

10.8.2.3. Trainees in casual status are not required to brace the wall when passing, being passed, by or being addressed by upper classmen or OTS staff in the academic building or in the dorms. However, trainees in casual status will continue to render all appropriate customs and courtesies as well as applicable reporting procedures.

10.8.2.4. The uniform of the day for trainees in casual status will be ABUs unless directed otherwise by the casual flight commander or as duties require (i.e. graduation/dining-in support).

10.8.3. Expected Conduct

10.8.3.1. Trainees in casual status are still members of the United States Air Force and remain subject to the Uniform Code of Military Justice (UCMJ). Trainees will conduct themselves in accordance with USAF and OTS standards. The conduct of trainees in casual status will be considered in the Commander's Review process.

10.8.3.2. Trainees in casual status will not socialize with BOT trainees in active training status (i.e. upper/lower class). Interactions between trainees in active training status and trainees in casual status will be strictly on a professional basis.

10.8.3.3. Trainees in casual status will continue to study their professional materials or continue professional reading during the duty day.

10.8.3.4. Trainees in casual status will keep the Casual Flight Academic Room neat, clean, and orderly. Desk tags and any other room ornamentation will be standardized. The Casual Flight Academic Room will be called to attention when commissioned officers enter or leave the room. TV usage is permitted in the flight room as long as it is for educational purposes.

10.8.3.5. Trainees in casual status will maintain their dorm room in accordance with the OTS Dorm Manual. Military Training Instructors may conduct inspections during the duty week. Dorm room discrepancies will be reported to the Casual Flight Commander.

10.8.3.6. Trainees in casual status may use the PCC outside of duty hours to continue to enhance their physical fitness.

10.8.4. Duty Week

10.8.4.1. The duty week for trainees in casual status will be Monday through Friday unless Federal Holidays occur during the week.

10.8.4.2. Trainees in casual status will report to the Casual Flight Commander or 24 TRS Secretary at 0730 every duty day. The Casual Flight Commander or 24 TRS Secretary will take accountability and provide direction on tasks required for the duty day.

10.8.4.3. Duties for the day may include working OCC and/or CQ shifts, filling in for the 24 TRS Secretary as needed, and carrying out necessary tasks for other staff members. Trainees in casual status will work a maximum of two OCC and/or CQ shifts in a 24-hour period.

10.8.4.4. Appointments, meetings, or preparation time associated with the Commander's Review process will take priority over OCC and/or CQ duties as well as duties assigned by OTS staff.

10.8.4.5. Trainees in casual status will notify the Casual Flight Commander of any appointments that occur off the OTS Complex.

10.8.4.6. Trainees in casual status will report to the Casual Flight Commander or 24 TRS Secretary at 1630 every duty day. The Casual Flight Commander or 24 TRS Secretary will take accountability and provide direction for the next duty day.

10.8.5. Dining Facility Procedures

10.8.5.1. Dining Priorities for trainees in casual status will be at 0700, 1130 and 1730. Changes will be made as necessary in order to limit conflicting dining schedules with BOT and COT trainees.

10.8.5.2. Trainees in casual status will begin seating in the BOT side of the Dining Facility at the tables closest to commissioned staff and furthest away from the windows. Trainees in casual status will not occupy tables with trainees in active training status.

10.8.6. Privileges

10.8.6.1. Trainees in casual status will exercise OTS Complex privileges during the duty week.

10.8.6.2. Trainees in casual status will exercise Maxwell privileges on weekends and holidays.

10.8.6.3. The Casual Flight Commander may adjust privileges up or down as necessary for trainees in casual status.

10.8.6.4. Trainees in casual status are permitted to use the BOT break room to make coffee when unoccupied by trainees in active training status.

Chapter 11

COT/RCOT PROCEDURES

11.1. General Procedures

11.1.1. APT. Mandatory study time will be as listed on the academic schedule. It is the responsibility of all trainees to foster an environment conducive to studying in the designated study areas. Any deviation must be approved by 23 TRS/DO

11.1.2. Lights-out from Sunday to Thursday will be at 2400. On Fridays, Saturdays, and days before holidays, there is no strict lights-out policy, but trainees will be in their assigned dormitory rooms by 2400.

11.1.3. Friday and Saturday Call to Quarters for Fourth-, Third-, and Second-Class trainees is 2400 unless approved by 23 TRS/DO.

11.2. Exercising Off-Base Privileges.

11.2.1. In addition to weekend privileges, trainees in First-Class status may also exercise off-base privileges during the duty week after SMT ends.

11.2.2. COT/RCOT trainees are not authorized to stay off of Maxwell AFB overnight except under special circumstances. Trainees in such situations must obtain SS/CC approval and will pre-coordinate their travel plans and lodging arrangements with their SS/CC. Coordination will include a travel itinerary, appropriate lodging areas and phone numbers. A copy of the approved itinerary will be filed with CQ and will be used by the SDO for accountability. When exercising off-base privileges in uniform, trainees will always wear the uniform in accordance with this manual and AFI 36-2903, *Dress and Appearance of Air Force Personnel*. COT/RCOT trainees are not authorized to stay in Maxwell AFB billeting.

Chapter 12

FORMS AND IMTS

12.1. Adopted Forms and IMTs: AF IMT 422, *Physical Profile Serial Report*; AF Form 475, *Education/Training Report*; AF Form 847, *Recommendation for Change of Publication*; AF IMT 1297, *Temporary Issue Receipt*; AETC IMT 341, *Excellence/Discrepancy Report*; AETC Form 410, *High Risk Activities Worksheet*; AETC Form 435, *Mishap Data Worksheet*; AETC Form 708, *Commander's Motorcycle Safety Interview*.

LAURA J. KOCH
Colonel, USAF
Commander, Officer Training School

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DOD 1327.5, *Leave and Liberty*

DOD 5500.7R, *Joint Ethics Regulation*

AFPD 36-22, *Air Force Military Training*

AFMAN 10-100, *Airman's Manual*

AFI 10-248, *Fitness Program*

AFI 23-111, *Management of Government Property in Possession of the Air Force*

AFI 36-2013, *Officer Training School (OTS) and Airman Commissioning Programs*

AFMAN 36-2203, *Drill and Ceremonies*

AFI 36-2406, *Officer and Enlisted Evaluation Systems*

AFI 36-2805, *Special Trophies and Awards*

AFI 36-2903, *Dress and Appearance of Air Force Personnel*

AFI 36-2903/AETC Supplement 1, *Dress and Appearance of Air Force Personnel*

AFI 36-3003, *Military Leave Program*

AFI 48-123, *Medical Examinations and Standards*

AFI 91-202/AETC Sup 1, *The US Air Force Mishap Prevention Program*

AFI 91-204/AETC Sup 1, *Safety Investigations and Reports*

AFI 91-207/AETC Sup 1, *The US Air Force Traffic Safety Program*

AETCI 48-101, *Prevention of Heat Stress Disorders*

AETCI 36-2216, *Administration of Military Standards and Discipline Training*

AETCI 36-2909, *Professional Conduct and Relationships*

AFOATS *Training Manual*

Abbreviations and Acronyms

| | |
|---------------|--|
| AAFES | Army/Air Force Exchange Service |
| ABU | Airman Battle Uniform |
| ACQ | Assistant Charge-of-Quarters |
| ADO | Assistant Director of Operations |
| AEF | Aerospace Expeditionary Force |
| AF | Air Force |
| AFB | Air Force Base |
| AFOATS | Air Force Officer Accession and Training Schools |
| ALFC | Assistant Lower Flight Commander |
| APECS | All-Purpose Environmental Clothing System |
| APT | Academic Preparation Time |
| AU | Air University |
| AUTV | Air University Television |
| BELP | Baseline Expeditionary Leadership Problems |
| BOT | Basic Officer Training |
| BX | Base Exchange |
| CC | Commander |
| CD | Course Director |
| COT | Commissioned Officer Training |
| CQ | Charge-of-Quarters |
| CWT | Consolidated Written Test |
| DG | Distinguished Graduate |
| DIRT | Dormitory Improvement/Repair Time |
| DO | Director of Operations |

| | |
|--------------------|--|
| DP | Dining Priority |
| DV | Distinguished Visitor |
| FAS | Functional Address Symbol |
| FL | Field Leadership |
| Flt/CC | Flight Commander |
| FOW | Flight of the Week |
| FMC | Full Mission-Capable |
| FPCON | Force Protection Condition |
| FTV | Flight Room Television |
| HAWC | Health and Wellness Center |
| HAZMAT | Hazardous Materials |
| Holm Center | Jeanne M. Holm Center for Officer Accessions and Citizen Development |
| IAW | In Accordance With |
| IDMT | Independent Duty Medical Technician |
| JMAC | Joint Military Athletic Competition |
| LAN | Local Area Network |
| LCE | Leadership Competency Evaluation |
| LFC | Lower Flight Commander |
| LRC | Leadership Reaction Course |
| MTF | Military Treatment Facility |
| MTI | Military Training Instructor |
| NCO | Non-Commissioned Officer |
| NCOIC | Non-Commissioned Officer in Charge |
| NMC | Non Mission-Capable |
| OCC | Operations Control Center |

| | |
|----------------|---|
| OI | Operating Instruction |
| OIC | Officer in Charge |
| OPS | Operations Time |
| OT | Officer Trainee |
| OTG/W | Officer Trainee Group/Wing |
| OTS | Officer Training School |
| OTSAC | Officer Training School Activities Center |
| PCC | Physical Conditioning Center |
| PCF | Physical Conditioning Facilities |
| PER | Personal Time |
| PFB/D/A | Physical Fitness Baseline/Diagnostic/Assessment |
| PMC | Partial Mission-Capable |
| POC | Point of Contact |
| POV | Privately Owned Vehicle |
| PT | Physical Training |
| RCOT | Reserve Commissioned Officer Training |
| ROTC | Reserve Officer Training Corps |
| SDO | Staff Duty Officer |
| SMI | Standardization and Maintenance Inspection |
| SMS | Special Monitoring Status |
| SMT | Scheduled Military Training |
| SOB | Sample of Behavior |
| SOW | Squadron of the Week |
| SPT | Standards & Publications Test |
| SS/CC | Student Squadron Commander |

| | |
|-------------|----------------------------------|
| TD | Training Day |
| TL | Training Leader |
| UCMJ | Uniform Code of Military Justice |
| UFC | Upper Flight Commander |
| UOD | Uniform of the Day |
| UPR | Unprofessional Relationship |
| WBG | Wet Bulb Globe Temperature |
| WLP | Wingman Leadership Problems |

Terms

AETC IMT 341, Excellence/Discrepancy Report. An IMT used to document trainee performance. Staff and trainees will fill out this report IAW this manual.

Call-To-Quarters. Designated time for trainees to return to the OTS dormitories.

Casual OTs. BOT trainees removed from training awaiting OTS administrative action (i.e., recycle, medical disenrollment, elimination).

Chow Sharks. A BOT detail. Chow Sharks' main focus is to ensure trainees follow procedures (e.g. enforcing tight meals, tray configuration, etc.) Chow Sharks will assist in directing dining facility traffic as necessary. While on duty, Chow Sharks will actively monitor all trainees who enter, are eating, or are leaving the dining facility to ensure they are following proper procedures. While performing this duty, they may issue demerits to BOT OTs regardless of rank or class status.

Class Leader. Trainee designated to open and close auditorium lectures.

Class Status. As trainees progress through the OTS training program, they transition from Fourth-Class to 3d Lt/First-Class. Specific dates for each class of training will vary, and occur at the discretion of the applicable Squadron Commander.

Demerit. A unit of measurement awarded for deficient behavior/performance in BOT.

Dining Priority. The scheduled time for a flight to eat meals at the OTS dining facility.

Duty Week. The part of the week during which trainees are restricted to the OTS Complex for the purpose of accomplishing training and related activities. Trainees may only leave the OTS Complex with the approval of their Flt/CC or IAW the rules governing 3d Lt/First-class status.

Flight Leader. Trainee designated to lead the flight. Ensures all flight members are accounted for during the duty day and ensures the flight makes all scheduled appointments. Appointments include individual details, flight room classes and auditorium lectures.

Flight Weekly Performance Report. A report submitted following each Privilege Week by each flight to their Flt/CC. It documents the privilege level each member of the flight is authorized to exercise during the following privilege period and the merit and demerit totals (BOT only) earned by each member and the flight as a whole.

Merit. A unit of measurement awarded for outstanding performance.

Parade. A parade is a review with honors (i.e., graduation, an individual receives a medal). An additional purpose is to inspect the degree of drill proficiency and graduation readiness of the trainees.

Privilege Period. The part of the week during which trainees may exercise the privileges they have earned.

Reporting Week. The period of time which BOT trainees accrue merits and demerits. It begins on Wednesday at 1700 and ends the following Wednesday at 1659.

Review. A review is the formation of troops in group or wing configuration marching in a prescribed manner. The purpose is to inspect the degree of drill proficiency and state of readiness of the trainees. No awards or decorations are given.

Trainee. Any person (BOT or COT) assigned to Officer Training School for training.

Weekly Merit/Demerit Summary. A report submitted by each BOT trainee to their Flt/CC following each reporting week. It documents each and every merit and demerit earned by that trainee during the immediately preceding reporting week.

Attachment 2

CLASSIFICATION OF MERITS/DEMERITS [BOT ONLY]

ALL INFRACTIONS/ACHIEVEMENTS RECEIVE ONE DEMERIT/MERIT

| Category-Demerits | Category-Merits |
|--|--|
| JOB KNOWLEDGE (General) <ul style="list-style-type: none"> - Knowledge of procedures, familiarity with publications, etc. - Customs and courtesies - Room inspection (per item) - Violation of safety rules - Failed SPT | JOB KNOWLEDGE (General) <ul style="list-style-type: none"> - Knowledge of procedures, familiarity with publications, etc. |
| LEADERSHIP SKILLS (General) <ul style="list-style-type: none"> - Failure to follow, attempt a challenge, correct, etc - Abdicates leadership role - Failure to follow orders | LEADERSHIP SKILLS (General) <ul style="list-style-type: none"> - Organized community event - Correct rules interpretation during a flickerball operation |
| PROFESSIONAL QUALITIES (General) <ul style="list-style-type: none"> - Bearing, language, hygiene, taking responsibility, degrading others, making appointments, etc - Uniform inspection (per item) - Failure to go, tardy - Conduct unbecoming | PROFESSIONAL QUALITIES (General) <ul style="list-style-type: none"> - Participating in a community service event - Support of upper-class ceremonies (per event) |
| DUTY PERFORMANCE (General) <ul style="list-style-type: none"> - Failed to accomplish task/duties - Sleeping in class - Security violation - Failed to take responsibility - Missed suspense | DUTY PERFORMANCE (General) <ul style="list-style-type: none"> - 95-100 on PFD/A - 98%-100% on CWT - Outstanding or equivalent rating on a graded measurement |
| JUDGMENT AND DECISIONS (General) <ul style="list-style-type: none"> - Questioning a superior's authority, failure to learn from counseling, arguing, etc. - Policy violation (Lights Out, Call to Quarters, Quiet Hours) - Unauthorized activities | |
| COMMUNICATION SKILLS (General) <ul style="list-style-type: none"> - Improper format, spelling, missing data, interrupting others, failure to sign, grammar - Each type of error on document - Corrected document has same error | |
| | AWARDS <ul style="list-style-type: none"> - Flight/Squadron of the Week (Not to include Academic or Athletic Flight of the Week) |

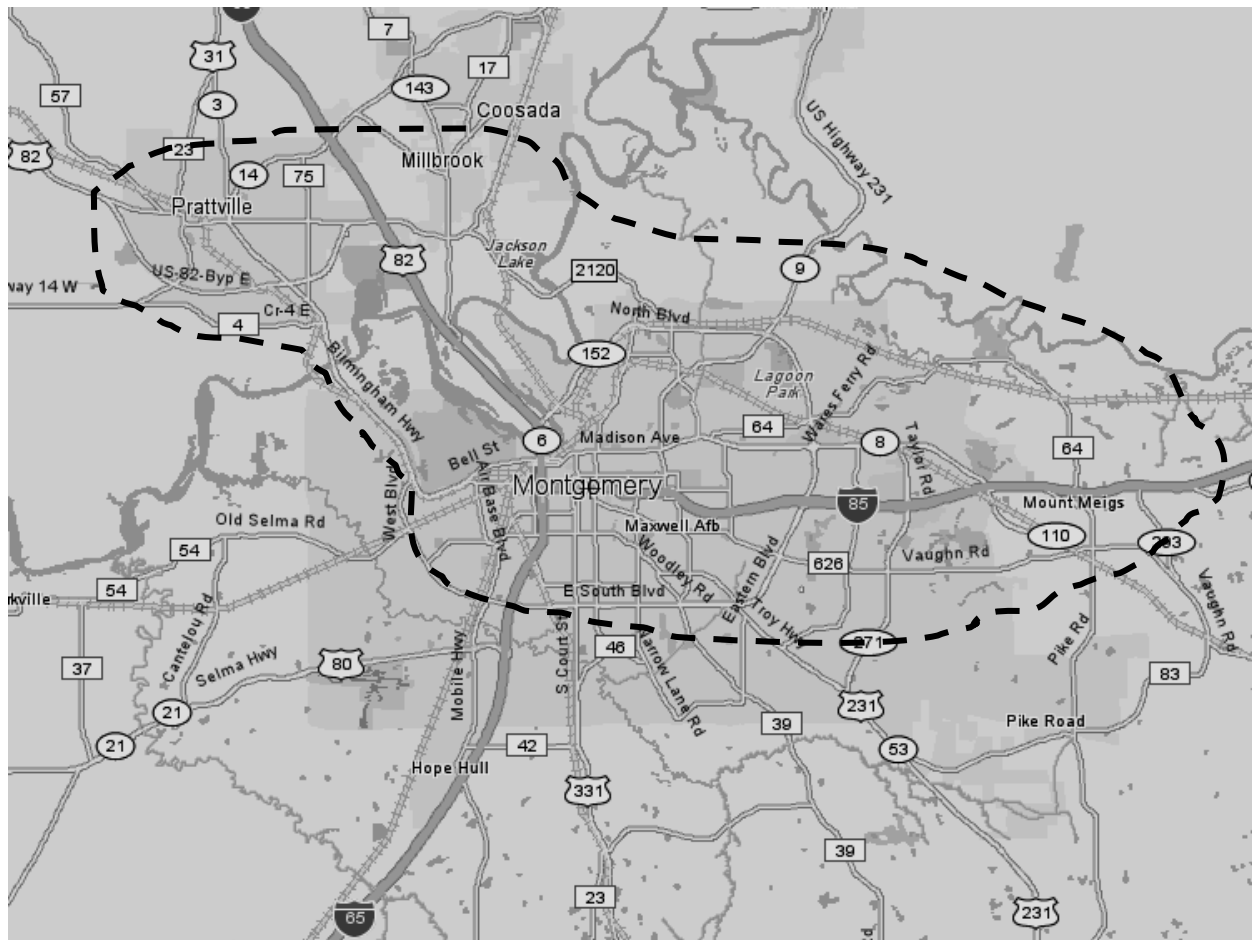
NOTE: Flt/CCs will counsel trainees that receive demerits for repeat infractions.

Attachment 3

LOCAL AREA MAP

A3.1. For the purpose of this manual. The area within the dotted line in Figure A3.1 is defined as the local area.

Figure A3.1. Montgomery Local Area.



Attachment 4

WORK/REST CYCLES AND WORK LOAD EXAMPLES

Table A4.1. Work/Rest Cycles

| Heat Category/ Flag Color | Temperature Range WBGT (°F) | Easy Work (100 – 335 Watts) | | Moderate Work (335 – 500 Watts) | | Hard Work (500 – 700 Watts) | |
|--|-----------------------------------|--------------------------------|--------------------------|------------------------------------|--------------------------|--------------------------------|--------------------------|
| | | Work/ Rest | Water Intake Qt/hr | Work/ Rest | Water Intake Qt/hr | Work/ Rest | Water Intake Qt/hr |
| 1 (White) | 78 – 81.9 | No Limit | 1/2 | No Limit | 3/4 | 40/20 min | 3/4 |
| 2 (Green) | 82 – 84.9 | No Limit | 1/2 | 50/10 min | 3/4 | 30/30 min | 1 |
| 3 (Yellow) | 85 – 87.9 | No Limit | 3/4 | 40/20 min | 3/4 | 30/30 min | 1 |
| 4 (Red) | 88 – 89.9 | No Limit | 3/4 | 30/30 min | 3/4 | 20/40 min | 1 |
| 5 (Black) | >90 | 50/10 min | 1 | 20/40 min | 1 | 10/50 min | 1 |
| Hourly fluid intake will not exceed 1 1/2 quarts; daily fluid intake will not exceed 12 quarts | | | | | | | |

Table A4.2. Work Load Examples

| Easy Work | | Moderate Work | | Hard Work | |
|---|-------------------------|---------------|---|-----------|---|
| 1. | Drill & Ceremony | 1. | Patrolling | 1. | Running, 5 mph (12 min per mile) |
| 2. | Marksmanship Training | 2. | Individual Movements Techniques (Low Crawl, High Crawl) | 2. | Conditioning Exercise, Calisthenics (push-ups, pull-ups, sit-ups) – heavy vigorous effort |
| 3. | Marching on OTS Complex | 3. | Field Assaults – Vigilant Warrior | 3. | Leadership Reaction Course, Project X |
| | | | | 4. | Ropes and Rappel Course |
| | | | | 5. | Confidence Course |
| | | | | 6. | BLPS |
| Note: Based on AETCI 48-101, <i>Prevention of Heat Stress Disorders</i> . These guidelines do not substitute for good judgment. | | | | | |